

MAGOR WITH UNDY TOWN COUNCIL CYNGOR TREF MAGWYR GYDA GWNDY

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Ordinary Meeting of 19:00 hrs Monday 14th July 2025

Minutes of above meeting of Magor with Undy Town Council At Magor Baptist Chapel and remotely via Zoom Meetings

Magor with Undy Town Council	In attendance / Apologies-Absent
Mayor, Cllr Frances Taylor	On Line
Deputy Mayor, Cllr Paul Cawley (Chair)	In Person
Cllr Penny Kirkham	In Person
Cllr Victoria Hammett-Johnson	In Person
Cllr Carole Hopkins	Online
Cllr Dr Mario Bisi	In Person
Cllr M James	In Person
Cllr D James	In Person
Cllr Neeta Baicher	Absent
Cllr Catherine Baker	Absent
Officers	
William Lewis – Clerk/RFO	In Person
Rachel Jones – Business Support and Projects Officer	Online
Also, in attendance	
Mr P Davies (Deputy Chief Executive Monmouth County Council)	Online
Chief Supt. White (Gwent Police)	Online
Mr H Owen (Environmental Health Officer Monmouthshire County Council),	Online
Andrew Mason (Monmouthshire County Council -Head of Community Safety	Online
County Councillors	
John Crook	In Person
Angela Sandles	In Person
Public attendance	
In Person	40+
Remotely via ZOOM	80+

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.

This meeting attracted a significant public attendance both at the venue and online via Zoom Meetings consequent to community concerns regarding an unauthorised occupation of land to the west of Magor with Undy. There had also been recent reported by businesses and residents/community members.

The meeting was opened by the Chair, Cllr Taylor who welcomed the attendees and introduced those officers in attendance from Gwent Police and Monmouthshire County Council. Councillor Taylor advised that the Town Council appreciated that there was a level of community concern but requested that all contributions were respectful. Cllr Taylor updated attendees on matters as follows;

1, Occupation of land to the north of Wilcrick depot. There is no permission or consent for any persons to occupy the land. This is not a Monmouthshire County Council approved site.

The land is agricultural and privately owned by several private landowners. Following enquiries, ownership was identified and advice sought from Monmouthshire County Council. The landowner carries the responsibility for and power over their own land and it is for them to take the lead. In the first instance, in matters of this nature - it is for the landowners and or their representatives to advise the occupants that they are required to leave and to agree a timescale. As previously advised, I arranged for Monmouthshire County council officers from the environmental health team, who are knowledgeable in this respect, to proactively contact the Landowners and give them guidance and support. I can confirm that all parties (tenants, landowners, County Council etc.) fully appraised of the situation and their respective responsibilities. It was understood that the landowner was preparing to move forward.

2. Public order incidents and community safety. We are all aware that there were several serious incidents recently. I kept in touch with Monmouthshire Council and Gwent Police to escalate concerns and try to ensure that these matters were appropriately responded to. I continue to keep in touch with senior police officers to request reassurance to local businesses and the community.

Further details of the actions taken and proposed by relevant authorities were presented by Mr P Davies (Deputy Chief Executive of Monmouth County Council), Mr H Owen (Environmental Health Mon CC), Andrew Mason (Mon CC Community Safety Head) and Chief Supt White (Gwent Police)

Following the presentations of the Chair and aforementioned, the Chair opened the POF for questions.

Representations were received from a members of the public (MoP) in the room referring to adverse and unhelpful social media posts directed towards Cllr Taylor and the Town Council. The member of the public Expressed shock and sadness regarding social media abuse directed at the Chair and an administrator of a social media platform and stated that it seems that some people jump to conclusions that because they are not constantly being updated on Social Media, that the Chair is doing nothing but when the chair provided an update there have been some more unwelcome and abusive comment. That over several years, she had the opportunity to see the Town Council and County Councillors standing up to events that negatively impact the community. She asked, what are the expectations of those expecting something to be 'done' and how do those expectations comply within the law and remit of the powers of individual members of the Council? People should acknowledge that Councillors have limited powers and authority and are required to abide by law, policy and procedure. The speaker pointed out that Councillors and Staff live in the community and attend to much unseen

work and that it is unfair that they are subjected to abusive comments on Social Media. People should step up with constructive comment and that the community as a whole could do better.

This representation received applause from most of members of the public present in the room.

A member of the public made representation about the community safety incidents and requested clarification on what the police response had been. He also asked why Police Officers were online.

Ch Supt White clarified that the meeting had not been drawn to his attention early enough to facilitate in person attendance. In respect of the matter of response and reassurance, he assured the meeting that despite significant demand he had deployed all resources possible to cover Magor and would do so in so much as he was able. A further member of the public advised that she had reported a serious incident but had received no follow up. Chief Superintendent White assured her that if she could pass her details to the Council, someone would be in touch. A further member of the public asked about progress of actions regarding unauthorised occupation of the land. (Response given by Ch Supt White and Mr P Davies) and also requested clarification of the communication strategy from Councillors. The chair advised that she could not speak on behalf of other Councillors, however she clarified that communication from either Monmouthshire Council or the Town council was a corporate matter and she would commit to an update.

Chief Superintendent White confirmed that in respect of any abuse on social media, should Cllr Taylor wish to share the content with him he would be content to look at it and see if there are any offences.

The Chair having used discretion to extend the Public Open Forum (S/O 3.3e) called an end to the Public Open Forum at 7:39pm. The meeting paused briefly while the majority of members of the public left the venue and those online disconnected from Zoom Meetings.

46 Chairs Announcements

46.1 To receive apologies for absence from Councillors.

No apologies received.

46.2 To receive any update and feedback in respect of meetings, functions, events or matters arising.
Chair referred to business discussed during Public Forum.

47 Declarations of Interest

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

None received.

48 Correspondence

48.1 To agree that that correspondence relative to agenda items has been received by Council Members.

Receipt of correspondence was agreed.

49 Minutes of Previous meetings

49.1 To adopt the draft minutes of the Ordinary Meeting of 09th June 2025.

Representation from Cllr D James concerning unnecessary detail regarding apology in attendance record.

Resolution:

Draft minutes approved subject to amendment removing additional detail in attendance record.

50 Finances

50.1 To receive and agree Microsoft Excel Reconciliation report and record of payments and receipts 01st to 30th June 2025 (**Appendix A**).

Received and agreed.

50.2 To receive RBS Financial Software reconciliation reports for payments and receipts between 01st and 30th June 2025

(Correspondence shared). Reports to be signed by RFO and Cllr M James as soon as reasonably practicable.
Received and agreed.

- 50.3** To note additional expenditure of £55.00 for purchase of compliant bin at Undy Playpark as approved under Minute Min 31.2.(Correspondence shared).

Resolution:

Additional expenditure noted and approved.

Power to spend: Litter Act 1983, ss5,6

51 Observations of Internal Audit 28th May 2025

- 51.1** To consider the observations if Internal Audit & Consultancy and agree to actions necessary.

The Clerk summarised the reported observations of the Internal Auditor and of actions undertaken in response of the observations. It was noted that the report was not received until 2nd June 2025

There was a discussion regarding TOIL and the recommendation that the council develop a policy on TOIL. Discussion ensued and once again the capacity and workload of the office was discussed. It was proposed that any policy would need to be discussed with staff and be reasonable and workable.

Members queried individual Toil balances, and it was confirmed that staff in consultation with the chair had reduced and were managing their Toil. That this was the subject of ongoing finely balanced discussions.

Cllr Bisi queried compliance with the European Working Time Directive. The Chair deferred to the Clerk who advised that he did not believe so.

The Chair also reminded members that they had discussed the lack of capacity and workload in the office and budgeted for an additional member of staff to support public administration and procurement/compliance type matters. The chair advised this was a priority to support the ever-increasing workload and delivery of council services.

Resolution:

The clerk populate the table with the commentary provided and that a that a policy on Time of In Lieu be drafted and brought forward.

52 Grant Application

- 52.1** To consider application made by Magor and Undy Community Hub (MUCH) for the grant of £10,300.

Resolution:

Business was deferred consequent to request of the applicant via Cllr Kirkham (Council Representative on MUCH) in order for applicant to provide additional detail and presentation.

53 Notice Boards Working Group Update

- 53.1** To receive the recommendations of the Working Group and quotations for undertaking the replacement/relocation, design and installation of new noticeboards within Magor and Undy.

Presented by Cllr Kirkham

- 53.2** To receive report prepared by the working group detailing quotations received for supply of Noticeboards and quotations for installation.

Presented by Cllr Kirkham

- 53.3** To agree to the supplier in consideration of quotations received.

Resolution:

**Quotation 'A' as recommended by working group was agreed at a cost of £9,045 net.
Power to spend - Paragraph 26 (1) (aa), (b) Schedule 12 Local Gov Act 1972**

53.4 To agree to the installer in consideration of quotations received.

Resolution:

Quotation 'A' as recommended by working group was agreed at a cost of £2,870.

Power to spend - Paragraph 26 (1) (aa), (b) Schedule 12 Local Gov Act 1972

54 Multi-location Public Meeting Protocol

54.1 To receive and adopt the policy document as amended following deferral under minute 42.3

Council debated the proposed policy and representations were received regarding amendments. It was agreed to query the suggestion that members/participants need to be “seen” for the benefit for those with hearing impairment. It was however noted that whilst this was desirable and covered in the policy, it was not consistent with legislation and with the technical constraints faced by the council in running multi location meetings, could render significant issues and prevent members participating which carries its own risks.

Resolution:

Policy approved subject to:

- **addition of subparagraph 4.2 (c) to provide for exceptional circumstance.**
- **subparagraph 4.2(b) to add (Monday to Friday)**
- **subparagraph 6(f): Substitute ‘participant’ with ‘member of the Council’**
- **subparagraph 9(g): Substitute ‘water handy’ with ‘If you wish, have some re-hydration available’.**

55 OVW - Monmouthshire and Newport Area Committee.

55.1 To note report of Cllr D James relative to meeting of 03rd July 2025

Cllr James referred to the report which was received and noted by Council.

56 Magor and Undy Community Hub M.U.C.H.

56.1 To receive update from Cllr Kirkham

Cllr indicated no update as next meeting was scheduled for Tuesday 15th July.

57 Town Clerk Work Report (For Information)

57.1 To receive a report of work undertaken by Town Council Staff and Members of the Town Council for the period 4th June 2025 to 09th July 2025. (Correspondence shared).

Noted by members. Cllr James referred to Section 14 of Standing Orders in respect of bulleted item re PSOW. The chair asked the clerk to seek advice and clarify for members.

58 Public amenities and toilets working group update

58.1 To note update of the working group.

Cllr James indicated that as Cllr Baicher (lead on this working group) was not present that this business be deferred.

Resolution:

Business deferred to a future meeting.

The Chair (Councillor Taylor) informed the meeting that she had to leave and requested that the Deputy Chair (Councillor Cawley) under authority of Standing Order 3.3(o) take the Chair for the remaining business on the agenda.

59 Audit Wales – 2024/2025 – Full Audit

59.1 To receive Annual Return for the Year Ended 31 March 2025. (Appendix A)

Members noted the Annual Return submissions of the Internal Auditor

At 2058 hrs it was proposed and agreed the meeting be extended beyond 2100 under authority of Standing Order 3.3(w)

- 59.2** To consider and approve the Annual Governance Statement (Parts 1/2) of Annual Return for the Year Ended 31 March 2025. (Appendix A)

Members discussed the content of the Annual Return and Annual Governance Statement. Cllr Kirkham suggested that the Clerk communicate with Internal Auditor to clarify points raised and proposed approval of the Annual Return and Governance Statement, subject to inclusion of amendments. Proposal was seconded and carried by show of hands.

Resolution

Annual Return approved subject to amendment of sections 2,4,7 and 10 of Annual Governance Statement and for further detail to be included within 'Additional Disclosure Notes'.

The Chair (Cllr Cawley) concluded the meeting at 21:12 hours

- 60** **Next Ordinary Meeting**

- 60.1** Monday 08th September 2025 at 1900hrs. Magor with Undy Community Hub and remotely via Zoom Meetings.

