

MAGOR WITH UNDY TOWN COUNCIL CYNGOR TREF MAGWYR GYDA GWNDY

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Ordinary Meeting of 19:00 hrs Monday 10th November 2025

**Draft minutes of above meeting of Magor with Undy Town Council m
held at Magor Baptist Chapel and remotely via Zoom Meetings.**

Magor with Undy Town Council	In attendance / Apologies-Absent
Mayor, Cllr Frances Taylor (Chair)	In Person
Deputy Mayor, Cllr Paul Cawley	In Person
Cllr Penny Kirkham	In Person
Cllr Mike James	In Person
Cllr Donna James	In Person
Cllr Victoria Hammett-Johnson	Online
Cllr Dr Mario Bisi	In Person
Cllr Mike Boyland	In Person
Cllr Zuzka Hilton	Apology received
Vacant seat	
Officers	
William Lewis – Clerk/RFO	In Person
Rachel Jones – Business Support and Projects Officer	In Person
County Councillors	
John Crook	In Person
Angela Sandles	In Person
Public attendance	
In Person	12
Remotely via ZOOM	10

PUBLIC OPEN FORUM

The Clerk announced that the meeting was being recorded. The Chair opened the meeting and invited representation from members of the public.

There were representations during the Public Open Forum made by five members of the public, summarised as follows.

- The first and second representation referred to Agenda Item 4.2 (Min No 95.2) and each referred to the conduct at the meeting of Cllrs Boyland and Cllr Bisi, and to the motion of Cllr Hammett Johnson regarding recovery of remuneration payments deemed as unlawful by Audit Wales in their Public Interest Report of 2021.
- The third representation also referred to the motion of Cllr Hammett-Johnson asserting that Council should not be pursuing this action and concentrating more on many local issues.
- The fourth representation referred to the minutes of the 13th October 2025. A personal observation that the remuneration should be repaid but further reference was drawn to other unlawful expenditure contained in the Public Interest Report of 2021.

- The fifth representation from CC Cllr John Crook (Mon CC) speaking as a resident, raised issue with advertising banners and posters on the main road near to a local business and their unlawful display. *The Chair advised that such is a matter for action and enforcement by Monmouthshire County Council Highway Authority.*
- The sixth representation stated their agreement with the presentation of the first and second members of the public and expressed their shock in respect of perceived conduct of Cllr Bisi at that meeting.

There were no further representations and the Public Open Forum was concluded at 7.20pm.

92 Chairs Announcements

92.1 To receive any update and feedback in respect of meetings, functions, events or matters arising.

The Chair stated that residents had raised some concerns around the last meeting and their perceptions in relation to unnecessary comments, conduct and that she had been requested to share correspondence but had not had opportunity to do so as yet.

The Chair referring to her announcement at the start of the previous meeting asked all members of the Council to make succinct contributions and to treat everybody with courtesy, respect, and be disciplined in their commentary, reminding all Councillors of the Code of Conduct when they do so.

The Chair referred to Remembrance Day Service and thanked all who contributed and in particular The Royal British Legion, Magor Events Group, Local Churches and Uniformed Organisations.

92.2 To receive Councillor apologies for absence.

Cllr Zuzka Hilton – apology accepted

93 Declarations of Interest

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

Cllr Kirkham declared a Personal Interest in Agenda item 10.1 (Minute 101.1)

94 Correspondence

94.1 To note that that associated documents relative to agenda items has been served upon Council Members and published on Council website.

Associated document index (Appendix A)

95 Minutes of Previous meetings

95.1 To receive and adopt the draft minutes of the Ordinary Meeting of 30th September 2025.

The Clerk indicated that written representations had been communicated to him by members. The Chair announced that these shall be taken in terms of accuracy and expressed thanks to members for providing observations in advance of the meeting.

The Clerk stated that his minutes, while expansive was an accurate summarisation of the meeting within the context of what was discussed and was not content to extensively amend as the proposals received were not matters of accuracy, but observations.

Cllr Kirkham proposed acceptance of the minutes

Comments and proposals by members were received and debated.

A majority show of hands determined approval of draft minutes.

Resolution:

The draft minutes of 30th September 2025 are adopted subject to an amendment of minute 61.2 as follows: To add that the business was not specified on the agenda. There were exchanges between members and the Chair about what business Cllr Hammett-Johnson was referring to in relation to this agenda culminating in the Chair bringing the discussion to a halt, stating that the business was not specified on the agenda but had relevance to the election, and repeated no further debate would be held.

95.2 To receive and adopt the draft minutes of the Ordinary Meeting of 13th October 2025.

The Chair stated her awareness of observations from members which had been communicated to the Clerk and invited the Clerk to respond.

The Clerk stated that he had given due consideration to the many submissions from Councillors and felt that most were observational which did not address inaccuracy, aside from the number of members of public in attendance at the venue and the submissions in respect of minute numbers 85.1(paragraph 2), 85.1(paragraph 16) 87.1 (paragraph 2) and 87.2. The amendments of which are detailed under the resolution.

Cllr Bisi made comment concerning content and language used in the minutes. The legality of the motion and requested the advice provided to the Clerk is presented in writing to Council.

The Chair reminded that this was an item to agree the minutes not a revisit of the motion. Discussion and a period of robust debate ensued during which the Clerk read out an email based upon the advice of Audit Wales which had been corresponded to Cllr M Boyland.

The Chair proposed the adoption of the draft minutes having regard to the changes as proposed.

Cllr D James suggested that item was deferred to December meeting as considerable time had been expended upon this item and for the observations served on the clerk to be shared with Council.

The Chair agreed that prolonged discussions took up too much time and repeated her proposal to adopt the minutes.

Cllr Kirkham stated that while the minutes were more expansive than usual, they were an accurate reflection of the meeting and she was content to second the proposal to adopt the minutes as amended.

Cllr D James stated that Council needs to be mindful of setting a precedent. That people should have been able to consider observations shared ahead of the meeting.

The Chair reminded the meeting that there had been a proposal and second to adopt the minutes subject to amendments agreed and that there had been reasonable debate and discussion.

Following the representations of Councillor Bisi regarding language used in the minutes to describe his behaviour, the Chair proposed the removal of the words 'vociferous and disrespectful' in the interests of reaching an agreement of adopting the minutes.

Cllr Bisi requested a recorded vote.

To adopt the minutes of 13 th October 2025 subject to agreed amendments.	
FOR	AGAINST
Cllr Kirkham, Cllr Hammett-Johnson, Cllr Cawley and Cllr Taylor.	Cllr Dr Bisi, Cllr Boyland, Cllr M James and Cllr D James

Under the provisions Local Government Act 1972 consequent to an equal number of votes received 'for' and 'against', Cllr Taylor (Chair) exercised her casting vote in favour of adopting the minutes as amended which included the removal of the words, disrespectful and vociferous.

Resolution:

The draft minutes of 13th October are adopted subject to an amendment as detailed.

- **Minute 85.1 (paragraph 2)** 'Audit Wales has stated that an unlawful payment has been made, this is public money, and the council should do everything possible to recover the monies.'
Proposal: Amend whole paragraph to read 'This is public money, and the council should do everything possible to recover the monies while recognising the Audit Wales Public Interest report made no recommendation or comment regarding recovery.'
- **Minute 85.1(paragraph 16)** 'Cllr Donna James, made a submission that the payment was a misinterpretation of the IRPW, that the Wales Auditor General had issued no repayment directive and that Financial Regulations at that time offered no specific instruction. That Council had no policy relating to such matters and that pursuit of this matter exposed the Council to risk of financial harm and that this should not be revisited.'
Proposal: the removal of the word 'exposed' and replacing with 'could expose'.
- **Minute 87.1 (paragraph 2)** Significant debate was conducted and it was noted that should council delay the works required there was likely to be significant cost implications.
Proposal: Above that paragraph to insert a new line which reads 'Cllr Cawley introduced the agenda item and stressed the need for maintenance work to be carried out.'
- **Minute 87.2 Agenda item.** To consider and agree quotations to resume maintenance of Common Y Coed Plantation since the boundary review in 2022.
- **Proposal:** To insert two new lines above resolution which reads: (1) Cllr D. James referred to resolution 210.1 of the 14th April meeting and (2) Cllr Bisi confirmed that Council were still within the six months of that resolution being made.
- The deletion of the words 'disrespectful' and 'vociferous'.

96 Finances

96.1 To receive Microsoft Excel record of receipts & payments and reconciliation records in respect of Barclays Bank Accounts and CCLA/PSDF Investment Account:

- 01st to 31st October 2025
(Appendix B).

Cllr Boyland queried an entry on the payments sheet for planter watering 2026. The Clerk confirmed it was for 2025 and was a typo error.

96.2 To receive RBS Financial Software reconciliation reports for payments and receipts in respect of Barclays Bank Accounts and CCLA/PSDF Investment Account:

- 01st to 31st October 2025 (Associated Document 1)

Reports to be signed by RFO and Cllr M James as soon as reasonably practicable.

Resolved.

Reconciliation reports received without representation or comment.

96.3 To note the purchase of new posts and tennis net for the MUGA following damage/wear and tear (£643.44 including VAT) as recorded on excel at Appendix B (Payments).

Purchased under delegated authority of the Clerk, Financial Regulation 5.15.

Power to spend: Local Govt (Miscellaneous) Provisions Act 1976 s19

Cllr D James queried storage of nets due to recent issues.

The Clerk stated that the tennis nets are in situ at all times. When the MUGA is used for other activities, it is a condition upon the hirer that the nets are put back and secured.

Cllr D James queried how this is managed.

The Clerk confirmed that at this time the nets are secured.

The Chair wished to have noted that the Village Wardens be tasked with weekly checks to ensure compliance by hirers that the tennis nets have been secured.

- 96.4** To note purchases of 40kg Surburban Stone Chips and Remembrance Day Stake/plaque for planters for Remembrance Day wooden crosses @ £59.69 to support Remembrance Day service of 09th November 2025 by virtue of delegated authority of the Clerk under Financial Regulation 5.15.

To agree to virement of £60.00 from 4355 Civic Events Other to 4230 Section 137 Expenditure.

Power to spend: Local Govt Local Gov Act 1972 s137

The Chair provided detail of the purchase consequent to a request from the Royal British Legion so that residents were able to place small wooden crosses in a planter purposed for such.

Resolution.

Purchase accepted under provisions of Financial Regulation 5.15 and virement of £60.00 from related virement was agreed 4355 Civic Events Other to 4230 Section 137 Expenditure was agreed.

97 Replacement of Portacabin

- 97.1** To note Clerks summary report and to agree any further actions necessary.

The Clerk provided further comment upon actions taken and actions required.

Cllr D James queried the status of the challenge to HMRC in respect of annual rates charges on the old Portacabin.

The Clerk advised that this matter whilst not resolved was still being pursued.

Resolution:

Council shall proceed to deliver the project within budget arrangements but may have to come back to Council for consideration if there is a shortfall against costs.

98 Democracy and Boundary Commission Cymru - Draft Annual Remuneration Report 2026–27

- 98.1** To acknowledge receipt on 22/10/25 of the Draft Democracy and Boundary Commission Cymru Annual Remuneration Report which is open for consultation until 18th November 2025 and action as necessary.

Council acknowledged receipt of the report and noted that Council was now included within Band 3

99 Common y Coed (deferred at Ordinary Meeting of 14/10/25).

- 99.1** To note that this Council and previous community and parish councils have stewarded Common Y Coed Plantation since circa 1983, with extensive works being undertaken by the Council between 2005 and 2020.

To further note Clerks report and actions commenced since Ordinary Meeting of 13/10/25.

- 99.2** To note that further to resolution 210.1 -2024/25 and by virtue of Financial Regulation 5.15, Roger James Clements and Partners solicitors have been commissioned to undertake the necessary work for HM Land Registration of Common Y Coed and Undy allotments at a cost of £595 +VAT for each, plus disbursements which are linked to value of the land and the Land Registry fee.

The Chair expanded upon the actions taken by the Clerk since the previous meeting, adding that additional costs shall be incurred due to the requirement to get a valuation of the land in order to progress with the Land Registration.

Members were invited to question and comment.

Cllr Cawley wished to report that that a very recent occurrence of a vehicle crashing into the field gate had cause significant damage and will require remediation.

- 99.3** To further note and agree that additional cost will be incurred for the Land Valuation by an agricultural estate agency.

This was noted and agreed without comment or representation.

- 99.4** To consider and agree quotation to resume maintenance of Common Y Coed Plantation since the boundary review in 2022 having regard to prevention of increased cost to the Council from continued lack of grounds maintenance.

The Clerk stated what had previously been communicated by the insurance company but that he would seek written confirmation of provision of that cover.

Cllr D James acknowledged that the six months since (resolution 210.1 -2024/25) had passed and expressed her contentment that Council have instigated proceeding to have the land registered. Members discussed and acknowledged that while efforts had been made to receive quotations that only one had been received which was dated 06th June 2025 and subject to no additional cost to progress with required work.

Resolution:

Financial Regulation 5.1 and 5.9 are waived as Council has endeavoured meet obligations in respect obtaining value for money but had received only one quotation

Power to spend: Open Spaces Act 1906 ss 9 & 10 and Local Gov Act 1972 s144 (2)

100 Christmas Window / Shopfront Competition

- 100.1** To consider arrangement of a public vote for this competition and agree actions necessary.

This was met with positivity by members that it was an opportunity for community engagement and that voting should be extended to children also. Further discussion was had in regard to method for collecting votes and it was agreed that it should be proceeded with.

Resolution:

The winner of the Christmas Window/Shopfront competition shall be determined by public vote using a combination of procedures for collection of votes.

101 M.U.C.H. Update

- 101.1** To note any update of Town Council representative to the HUB.

Cllr Kirkham appraised the meeting referring to the report published with the meeting Agenda. Members acknowledged the activities and ongoing efforts of the Hub Trustees and Friends of the Hub with positive feedback and personal reflection of their attendance to activities provided at the HUB.

102 Undy AFC

- 102.1** To note that contact from solicitors acting for Undy AFC has been received and that Roger James Clements and partners have been instructed to represent the Council.
To further note that the parties have been advised of resolution recorded under minute 112.1 (Extraordinary Meeting 02/12/24), where Council agreed to support Undy AFC in respect of legal fees up to £1000.

This was noted and agreed.

- 102.2** To receive and note a report from Town Council representative to Undy AFC

Cllr D James referred to her report published with the meeting agenda and acknowledging the excellent work of the club.

There were further comments of the good relationship being built between the Club and the Council which was demonstrated with the recent official opening of the upgraded playpark. That this had attracted positive feedback from members of the community and had asked whether similar non-football related events could be provided there.

Resolution:

The report was accepted and agreement reached that further events could be explored with Undy AFC.

103 Meeting of Monmouthshire & Newport area Committee held online 9th October 2025.

103.1 To note summary provided by Cllr D James of matters received and discussed at the above meeting.

Councillor D James referred to the shared report asking members if there were any questions. The Chair expressed thanks to Cllr D James for bringing report to Council.

Resolution:

Report accepted and comments acknowledged.

104 Clerks Meeting Report

104.1 To note the report of the Clerk summarising duties and work undertaken by staff and Councillors during September and October 2025.

The Chair indicated that the report is just a snapshot of what the office are doing and the wide range of duties and responsibilities which means that the office cannot be open to the public for 40 hours a week. Questions were invited of members, with positive comments made.

The Clerk addressed the Council concerning his Certificate in Local Council Administration (CiLCA) Coursework providing and overview for attainment of the qualification. That despite Council earlier this year by resolution allowing study during the working week he had found it impossible due to the workload and exigencies of duty.

There was some robust debate and it was agreed that this was a matter that required further discussion. However, the lack of time available to the Clerk to undertake CiLCA study was noted and it was agreed that the Clerk must be afforded the time.

105 Date of Next meeting

105.1 To note, 1900 hours Monday 08th December 2025 at Magor Baptist Church.

Members noted the date of the next Ordinary Meeting

Meeting ended at 7:42pm