



Ordinary Meeting of Monday 14th September 2026 between 19:00 hrs and 20:24 hrs

Draft Minutes of the above meeting held at Magor Baptist Church and remotely via Zoom Meetings

Magor with Undy Town Council	In attendance/Apologies / Absent
Mayor Frances Taylor – Chair	Yes
Cllr Paul Cawley	Apologies
Cllr Penny Kirkham	Yes
Cllr Donna James	Apologies
Cllr Mike James	Apologies
Cllr Victoria Hammett Johnson	Yes
Cllr Owen Hammett Johnson	Yes
Cllr Mario Bisi	Apologies
Cllr Mike Boyland	Yes
Cllr Zuzka Hilton	Absent
Officers	
William Lewis Clerk / RFO	Yes
Rachel Jones Business Support & Projects Officer	Yes
Public Attendance	
In Person	3
Remotely via zoom	1

Public Open Forum

No representations were received.

58 Apologies for Councillor absence

58.1 To receive and accept any apologies.

Apologies given by Councillors Cawley, D James, M James & Dr M Bisi

59 Declarations of Interest

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

Cllr P Kirkham – Agenda item 9.1 (66.1 these minutes)

60 Chairs Announcements

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

The Chair welcomed everyone following the summer break of formal meetings and announced that following the Council budget uplift to Monmouthshire Citizens advice that a

regular Outreach service had commenced at the Hub on the second Tuesday of each month between the hours of 10:00 and midday.

Referring to Magor Square Road Closures scheduled to commence on 18th September for BBC filming those discussions had been held with the BBC in regard to primary considerations and impact upon businesses.

Referring to the ongoing 'Placemaking' project that a meeting with Monmouthshire County Council, The Placemaking consultants and Stakeholders had been held on 07th September 2026 discussing achievable 'quick win' proposals and that a further meeting is scheduled for 21/09/26

61 Correspondence

- 61.1** To note that that associated documents (if available) relative to agenda items has been served upon Council Members and published on Council website.
Receipt confirmed by members.

62 Minutes of Previous meetings

- 62.1** To adopt the draft minutes of the Ordinary Meeting of 13th July 2026.
*Cllr Owen Hammett-Johnson minute 49.1 (an incorrect spelling of name) required correcting.
No other representations were made or received.*

Resolution.

Minutes of 13th July 2026 are adopted subject to correction required in minute 49.1.

63 Finances

63.1 Microsoft Excel Records

To receive Microsoft Excel record of receipts & payments and reconciliation records in respect of Barclays Bank Accounts and CCLA/PSDF Investment Account between 1st July 2026 and 31st August 2026.

Resolution.

Received and agreed.

63.2 Rialtas Business Solutions

To receive and note RBS Financial Software reconciliation reports for payments and receipts in respect of Barclays Bank Accounts and CCLA/PSDF Investment Account between 1st July 2026 and 31st August 2026 and to agree approved reports shall be signed by RFO and Cllr M James as soon as reasonably practicable.

Resolution.

Received and agreed.

63.3 Rialtas Business Solutions

To receive and note the RBS 'Annual Budget by Centre' budget monitoring report covering 1st July 2026 to 31st August 2026.

The Clerk brought to attention of Council a projected overspend on two budget lines and the suggested virements to address each of the projected overspends.

Resolution.

Council agreed to approve:

- Virement of £185.00 from Budget Line 4120 – 110 (Professional Fees) to Budget Line 4115-110 (Chepstow Accountancy).
- Virement of £55.00 from Budget Line 4300- 120 (Allotments maintenance) to Budget Line 4245 - 120

63.4**Financial Regulation 9.1**

To note that the Cost for Watering & Maintenance over 6-month period is £4,000+VAT previously agreed by Council under Min 184.2.

To agree to waive FR 9.1 (restricting a debit card single transaction to a maximum of £1000) in respect of payment reference DCD 171 of £1,600.00 was made to Groundcover Gardening for watering and maintenance of planters on 24/08/26 for July and August.

The Clerk provided explanation of payment method (electronic by DCD) used by Groundcover and a missed invoice in July leading to receipt of an invoice in August for two amounts of £800.00 and that the payment required reporting to Council in consideration of Financial Regulation 9.1.

Resolution.

That the waiver of Financial Regulation 9.1 restricting single debit card payment to £1000 was agreed as necessary to accurately report the payment to Groundcover Gardening of £1600 for watering costs in July and August 2026.

Power to spend

Open Spaces Act 1906 ss9 & 10 / Local Gov Act 1972 s144 (2)

63.5**Financial Regulation 5.15**

To note by virtue of delegated authority of the Clerk under Financial Regulation 5.15 that a new dog waste bin was purchased from Earth Anchors (net cost £269.00) for installation near to Clos Dyfrig due to misuse of a litter bin. ([See Associated Document](#))

The Clerk summarised the matter of a waste bin provided by developers of the housing estate at Grange Road, its misuse and that it was being used primarily for disposal of dog waste causing issue to residents. That a new dog waste bin had been purchased and that arrangement were in place for siting near to the location, but not in view of residences. The Clerk informed Council that with the addition of the new bin the total numbered 34 and that though there would be additional cost for collection from the new bin, that the budget line for dog waste collection was sufficient.

Resolution.

The installation of this additional dog waste bin was agreed and that the cost is met from existing budget line for collection of dog waste.

Power to spend

Litter Act 1983 s 5 & 6

63.6**2026 Local Government Pay Settlement**

To note National Joint Council (NJC) for Local Government Services, has announced that agreement has been reached on the 2026 pay award for local government employees. The settlement provides for a 3.3% increase in pay rates and allowances with effect from 1 April 2026. The agreed pay award covers the period from 1 April 2026 to 31 March 2027, and employers are being encouraged to implement the increase as quickly as possible.

Resolution.

Noted by Council. New rates shall be applied in September salary administration and back dated to 01st April 2026.

63.7 Mayors Optional Payment 2026-2027

To note that under the provisions of the Democracy and Boundary Commission Cymru the Mayors Optional allowance 2026/27 shall be paid in accordance with Option 1 under the provisions Mayors Discretionary Fund Policy.

Resolution

Noted by Council that the Mayor has chosen option 1 of the Mayors Discretionary Fund Policy which states "The agreed allowance is paid, to the Mayor under PAYE, and this taxable income to the Mayor".

64 **Audit Wales – Auditor General Opinion of Annual Returns**

64.1 To receive and agree any actions necessary in respect of Wales Auditor General's annual return and completion notice for year ending 31st March 2023 which records an audit opinion as 'unqualified'.

Council were advised that the other matters and recommendations of 'Restatement of accounts' were consequent to Council moving from RBS receipts and Payments to RBS Income and expenditure and 'Negative responses' have been addressed during subsequent audits.

Resolution

Council accepted and agreed the Wales Auditor General's annual return and completion notice for year ending 31st March 2023.

64.2 To receive and agree any actions necessary in respect of Wales Auditor General's annual return and completion notice for year ending 31st March 2024 which records an audit opinion as 'unqualified'.

Council were advised that the other matters and recommendations contained in the return and completion notice relating to Internal transfers between accounts have previously been resolved.

Resolution

Council accepted and agreed the Wales Auditor General's annual return and completion notice for year ending 31st March 2024

64.3 To receive and agree any actions necessary in respect of Wales Auditor General's annual return and completion notice for year ending 31st March 2025 which records an audit opinion as 'unqualified'.

Council were advised that the other matters and recommendations contained in the return and completion notice have previously been resolved and recommendations have been noted.

Resolution

Council accepted and agreed the Wales Auditor General's annual return and completion notice for year ending 31st March 2025

65 **General Power of Competence (GPoC) eligibility.**

65.1 To note that Magor with Undy Town Council satisfies the three strict eligibility criteria established under the Local Government and Elections (Wales) Act 2021 to be afforded the GPoC and to pass a formal resolution to exercise the power.

The Chair summarised that Magor with Undy Town Council now satisfied the criteria to adopt the General Power of Competence consequent to having 2/3 elected members, three consecutive 'unqualified' audit returns and that the Clerk has held the CILCA qualification since March 2026.

The Clerk informed Council that they could formally resolve to exercise the GPoC and adopt at this meeting of full council and will need to reaffirm by a new resolution that the criteria is still met at the next annual meeting.

Resolution

Council agreed to adopt and exercise the General Power of Competence pursuant to Sec 24 Local Government and Elections (Wales) Act 2021.

66 Community Grant Applications

- 66.1** To receive and consider an application from Magor with Undy Women's Institute (WI) for a grant of £500 towards costs for hall hire and purchase of promotional materials.

Cllr Kirkham having declared an interest left the meeting room during transaction of this business.

Resolution

Council agreed to this grant application and to award Magor with Undy Women's institute the sum applied for of £500.00 to be paid from Council Budget line 4210 – 110 Grants & Donations.

Power to spend

General Power of Competence – Sec 24 Local Government and Elections (Wales) Act 2021.

- 66.2** To receive and consider an application from Severn Area Rescue Association (SARA) for a grant of £500 towards costs for Rear Pull-Out Drawer Safe – Land Rover Defender (Emergency Response Vehicle)

Resolution

Council agreed to this grant application and to award Severn Area Rescue Association (SARA) the sum applied for of £500.00 to be paid from Council Budget line 4210 – 110 Grants & Donations.

Power to spend

General Power of Competence – Sec 24 Local Government and Elections (Wales) Act 2021.

- 66.3** To receive and consider an application from Undy AFC for a grant of £6,371 for the supply and installation of the height restriction barrier to Undy AFC car parks.

Resolution

Council agreed to this grant application and to award Undy AFC the sum applied for of £6,371 to be paid from Council Budget line 4210 – 110 Grants & Donations.

Power to spend

General Power of Competence – Sec 24 Local Government and Elections (Wales) Act 2021.

67 Festive Lighting Christmas 2026

67.1 To agree to waive Financial Regulations 5.1 & 5.8 as provided for under Financial Regulations 5.12 & 5.13 and to agree to meeting the additional cost of £5,958.70 for enhanced additional Festive lighting. (Budget Line Christmas 4700-190)

The Clerk summarised the extent of the additional festive lighting at the junction of Main Road/Redwick Road where two street lighting columns shall bear festive motifs and the trees located on the green will be lit with String lights. That a street lighting column on B4245/Rockfield Grove shall be fitted with a festive motif and a Christmas Tree with lights shall be located there.

Resolution

Council agreed to waive Financial Regulations 5.1 & 5.8 for the provision of the proposed additional festive lighting costed at £5,958.70 funded under Budget Line 4700-190 (Christmas)

Power to spend

General Power of Competence – Sec 24 Local Government and Elections (Wales) Act 2021.

68 Monmouthshire CC – Planning Consultations

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

68.1 DM/2026/01028 - Construction of a two-story side extension and modest enlargement of the existing front porch at 11 Sycamore Terrace, Magor, NP26 3ET

Resolution

Monmouthshire Planning to be notified that Magor with Undy Town Council have no representations regarding this application.

69 Pre-Application Consultation: Craig Y Perthi Solar Farm

69.1 To agree any actions as necessary in relation to receipt of a Pre-Application Consultation for Craig Y Perthi Solar, south of the M4, north of the Llanwern Steelworks, and to the east and west of Bishton Village, Newport.

Members considered the details of the proposed development and made representations opposing the project, disputing comment that the farmland was poor quality, negative impact of amenity and enjoyment of the Gwent Levels, long term impact and deterioration of soil quality, the size of the project impacting upon existing traffic issues along the SDR/M4, potentially misleading claims that energy generated will benefit local homes.

Resolution

The Clerk shall present a representation to Craig Y Perthi Solar before the consultation deadline of Monday 21st September 2026.

70 MUTC Allotments

71.1 To note the report of the Clerk relating to provision of (i) water supply at Undy and Green Moor Lane allotments and (ii) review of terms of tenancy agreement in relation to incidents of 'burning of fires' and to agree actions necessary.

The Clerk summarised his report in relation to provision of water supply to the allotments and of the need to review the terms and conditions of tenancy to introduce restrictions regarding the burning of allotment garden fires. It was recommended that the Council form a working group inclusive of stakeholders(tenants).

Cllr V Hammett-Johnson and Cllr Kirkham volunteered their inclusion as members of this proposed working group

Resolution

An allotment working group shall be introduced as soon as is reasonably practicable. The Clerk shall send email invitations to members of the Council seeking their interest in being members of the working group. The Clerk shall email tenants of both allotment sites inviting expressions of interest to contribute to the working group.

71 MUGA update

71.1 To note and agree any actions necessary in respect of Clerks report

The Clerk informed Council that the ramps to meet the provisions of the equalities act were scheduled to be fitted by the contractor on 23rd September.

That an official opening event has been re-scheduled for Friday 30th October 2026 during school half term recess. Enquiries have commenced and quotes are being sought regarding provision of consumables in respect of sanitary and hygiene requirements.

72 Magor and Undy Youth Club update

72.1 To note report of Monmouthshire Youth Services in respect of Magor Youth Club.

Report received without representation

73 Monmouthshire Citizens Advice Bureau – Outreach Provision update.

73.1 To note the commencement on Tuesday 08th September 2026 of Monmouthshire Citizens Advice Outreach Service at Magor and Undy Community Hub.

Details were presented during Chairs announcements at minute 60.1.

74 Multilocation Meetings Protocol Review (Motion under Section 9 of Standing Orders)

To receive and note additional information of the Clerk in respect of deferred business under Minute 29.1 of Ordinary Meeting 08th June 2026 and agree actions necessary.

Cllr Boyland proposed a withdrawal of his motion in view of information provided and would be submitting a revised motion for Full Council at the meeting of October 12th 2026

Resolution

The Chair accepted the proposal to withdraw the motion and no formal vote or discussion was required.

75 Sycamore Allotments Lease

To note that the leasehold renewal agreement between Monmouthshire County Council and Magor with Undy Town Council. To agree to the Heads of Terms subject to amendment of line 4 of the leasehold document to show Magor with Undy Town Council.

The Clerk informed the members that arrangements for renewal of the leasehold of Sycamore Allotments had been temporarily stalled due to required amendments to be applied to the 'Heads of Terms' and the increase in the leasehold cost from £45 per year to £100 per year.

Resolution.

Council agreed that proposed leasehold shall be entered into subject to required amendments within the Heads of Terms.

Cost of leasehold shall be applied to budget line for Allotments (4245-120).

Power to spend

General Power of Competence – Sec 24 Local Government and Elections (Wales) Act 2021.

76 Date of Next Meeting

To note that the next Ordinary Meeting is 1900 hrs Monday 12th October 2026, to be held at Magor Baptist Chapel and virtually via Zoom Communications