

MAGOR WITH UNDY COMMUNITY COUNCIL

Minutes of Ordinary meeting of Magor with Undy Community Council held in Ebenezer Baptist Chapel School Room on Monday 23rd July 2018 at 7pm

Present: Cllr D James (Chair) Cllr S Bailey
 Cllr A Boyland (7.20pm) Cllr M Boyland (7.20pm)
 Cllr N Baicher Cllr J Barrell
 Cllr G Cook Cllr R Montgomery
 Cllr K Plow Cllr S Raggett

[In Attendance: A Sandiford, County Councillor Lisa Dymock (7.08pm left 7.11pm)]

Min
2018/19

047 Chair's Announcements

The chair made the following announcements:

- An invitation to be sent to M.U.C.H. to give a short presentation/update to council prior to its September meeting.
- 102 voluntary hours undertaken since the previous meeting.
- Clarification sought from One Voice Wales (OVW) regarding a casual vacancy in the Denny Ward. The chair referred council to a subsequent email sent to all councillors, received at 18.44pm.
- The consideration of a model Sickness Policy as recommended by Admin & Personnel Cttee 19.7.18 will be deferred to a future meeting.
- One Voice Wales (OVW) training module 21 - Local Government Finance - Advance training 30.7.18 at Undy C&C Hall circulated to members – Cllrs AB/MB/NB AS/CB confirmed – any other members wishing to attend to inform council office [£40 per delegate]

It was noted that the Chair and Vice Chair were working an exceptionally high number of hours. Members reiterated their previous offers of assistance. The Chair reiterated the request from the office for noticeboards to be updated. A discussion ensued around security vetting due to the office being located within the police station. On a related issue the chair advised that a request to relocate to a ground floor office had been rejected by Gwent Police and she would be writing to the Police & Crime Commissioner in this regard.

048 Apologies

Cllrs J Crook, S Franklin

049 Declarations of interest in items on the agenda – Forms to be completed

None

050 To adopt the minutes of the last Ordinary Meeting held 14th June 2018 (attached)

i) Chair to sign the minutes

The minutes were approved and duly signed by the chair.

051 To approve and adopt the minutes of the Extraordinary Meeting held 25th June 2018 (attached)

i) Chair to sign the minutes

The minutes were approved and duly signed by the chair.

052 Finance

052.1 To receive an update on End of Year Accounts

It was noted that the Annual Return had been checked by the Clerk to Chepstow and sent to the External Auditors.

052.2 To approve list of payments (to follow)

The following list of payments was circulated at the meeting.

| Payee | Description | Net | VAT | Gross |
|--------------------------|---|----------|--------|-----------|
| Merlin Waste | Dog waste collection May | 450.00 | 0.00 | £450.00 |
| Pear Technology | Software Support (mapping) | 270.00 | 45.00 | £270.00 |
| Cllr D James | Expenses | 28.40 | 3.49 | £28.40 |
| SLCC | SLCC/OVW Conference 16.5.18 | 180.00 | 30.00 | £180.00 |
| Mr H Jones | Reimburse chippings re allots | 27.00 | 0.00 | £27.00 |
| Merlin Waste | Dog waste collection June | 450.00 | 0.00 | £450.00 |
| Konica Minolta | Photocopies 9.2.18 - 18.5.18 | 376.32 | 62.72 | £376.32 |
| Konica Minolta | Rental 19.5.18 - 18.8.18 | 118.98 | 19.83 | £118.98 |
| MHA Broomfield Alexander | Internal Audit 2018/19 | 540.00 | 90.00 | £540.00 |
| Undy C&CH | Hire 13.3.18/14.6.18 | 40.00 | 0.00 | £40.00 |
| R A I Herbert | Rent TE.73 Land allotted for poor of Undy | 2.50 | 0.00 | £2.50 |
| Cllr N Baicher | Councillors Expenses | 150.00 | 0.00 | £150.00 |
| Cllr S Bailey | Councillors Expenses | 150.00 | 0.00 | £150.00 |
| Cllr J Barrell | Councillors Expenses | 150.00 | 0.00 | £150.00 |
| Cllr A Boyland | Councillors Expenses | 1,150.00 | 0.00 | £1,150.00 |
| Cllr M Boyland | Councillors Expenses | 1,150.00 | 0.00 | £1,150.00 |
| Cllr G Cook | Councillors Expenses | 150.00 | 0.00 | £150.00 |
| Cllr J Crook | Councillors Expenses | 150.00 | 0.00 | £150.00 |
| Cllr S Franklin | Councillors Expenses | 150.00 | 0.00 | £150.00 |
| Cllr D James | Councillors Expenses | 1,650.00 | 0.00 | £1,650.00 |
| Cllr R Montgomery | Councillors Expenses | 150.00 | 0.00 | £150.00 |
| Cllr K Plow | Councillors Expenses | 150.00 | 0.00 | £150.00 |
| Cllr S Raggett | Councillors Expenses | 150.00 | 0.00 | £150.00 |
| Cllr E-J Taylor | Councillors Expenses | 150.00 | 0.00 | £150.00 |
| Vision ICT | Upgrade Website | 1,320.00 | 220.00 | £1,320.00 |
| Merlin Waste | Dog waste collection July | 562.00 | 0.00 | £562.00 |
| D Bowkett | Works to Sycamore Park entrance | 200.00 | 0.00 | £200.00 |
| Willow Landscapes | Summer bedding | 312.00 | 52.00 | £312.00 |
| NRW | Land Drainage Norton Lane | 5.00 | 0.00 | £5.00 |
| N Whild | Watering of Flowers Magor Square | 92.71 | 0.00 | £92.71 |
| Solutions in Technology | Telephony June 18 | 122.42 | 20.43 | £122.42 |
| BT | Line Rental June | 34.76 | 5.79 | £34.76 |
| BT | Line Rental July | 34.76 | 5.79 | £34.76 |
| PWLB | Loan Repayment | 5,415.68 | 0.00 | £5,415.68 |
| Solutions in Technology | Telephony July 18 | 123.71 | 20.62 | £123.71 |

| | | | | |
|-----------------------|--------------------|--|--|--------------|
| TOTAL INVOICES | | | | £15,706.24 |
| RECEIPTS | | | | |
| | Description | | | Gross |
| TOTAL RECEIPTS | | | | £0.00 |

Clarification was sought on councillors' expenses and the chair advised that the payments were for councillor remuneration as set out by the Independent Remuneration Panel and approved by council. It was noted that the above list of payments did not include salaries and statutory deductions.

Resolved: to approve the list of payment as circulated.

052.3 To approve invoice (part) from The Urbanists for Sycamore Fields Community Recreation Ground for £2,500 + VAT

The chair clarified the invoice was for the business case to secure S.106 funding.

Resolved: to approve payment of the invoice for £2,500 + VAT

052.4 To receive Internal Audit report for 2017/2018 from MHA Broomfield Alexander (attached)

A member commended council on the results of its Internal Audit report.

Resolved: to receive the Internal Audit report for 2017/2018 from MHA Broomfield Alexander.

053 Correspondence

To receive and consider miscellaneous correspondence set out in schedule (attached)

No issues were raised on the correspondence schedule.

054 Committees

054.1 To approve the minutes and recommendations of Parks & Open Spaces Cttee 30th May 2018

A Member sought clarification on the watering of the flowers in The Square. The chair advised that an ongoing arrangement had been set up with the Clerk some 18 months/2 years ago with a local business to water the flowers for a nominal fee.

Resolved: to approve the minutes and recommendations of Parks & Open Spaces Cttee 30th May 2018

054.2 To approve the minutes and recommendations of Admin & Personnel Cttee 30th May 2018

Resolved: to approve the minutes and recommendations of Admin & Personnel Cttee 30th May 2018.

054.3 To approve the minutes and recommendations of Communication & Community Liaison Cttee 25th June 2018

Resolved: to approve the minutes and recommendations of Communication & Community Liaison Cttee 25th June 2018.

The minutes were duly signed by the chair.

055 Planning - View applications at <http://www.monmouthshire.gov.uk/planning>

i) Planning Applications Received

- 055.1 DM/2018/00547 amended:** Demolition of rear conservatory and partial demolition of garage and construction of one/two storey rear and side extensions containing family room, shower/WC and sitting room at ground floor with one new bedroom and extended bedrooms at first floor – 8 Oak Close, Undy

Resolved: To Refuse on the following basis:

- Concerns raised regarding the proximity to the boundary fence, particularly for maintenance purposes
- Not in-keeping with surrounding properties
- Development too large

- 055.2 DM/2018/00729:** To replace a 2.7m high x 1m wide hedge located adjacent to and on the perimeter wall of the front garden with 1m high fencing located on the perimeter wall thereby reducing the front boundary height to 2m – 14 Tudor Court, Undy

Resolved: To advise MCC that council was unable to make observations as the planning application is not available to view on the planning portal.

- 055.3 DM/2018/00845:** A concrete base for a 4m x 5m log cabin, then placement of cabin on the base – 13 Celtic Close, Undy

Resolved: To advise MCC that council was unable to make observations as the planning application is not available to view on the planning portal.

- 055.4 DM/2018/01111:** New replacement dwelling (application to replace NMA DM/2018/00928) – Tanhurst, Main Road, Undy

Resolved: To approve subject to neighbours' comments

- 055.5 DM/2018/01014:** Proposed bedroom extension over existing single storey footprint – 7 Pennyfarthing Lane, Undy

Resolved: To approve subject to neighbours' comments

- 055.6 DM/2018/01021:** Construct a conservatory – The Laurels, West End, Undy

Resolved: To approve

- 055.7 To note Mon CC weekly planning lists**

<http://www.monmouthshire.gov.uk/planning/weekly-planning-lists>

Noted

- 056 Highways Act 1980 – Section 118. Proposed Public Path Order. Public Footpath No. 18, Undy. Revised Proposal (b/f ExOM 25.6.18) (attached)**

Resolved: To approve

057 Consultations

To receive consultations and invitations to comment, and consider responses:

- 057.1 Public consultation on the provision of adult thoracic surgery in South Wales
<http://www.whssc.wales.nhs.uk/thoracic-surgery-services-in-south-wales> response by 28.8.18
- *To note presentation at Caldicot Choir Hall 4pm – 6pm on 26.7.18, alternative dates/venues available please contact MUCC office to register.*

Resolved: Members to submit any feedback to MUCC office prior to the closing date in order for a response to be collated and submitted.

- 057.2 Consultation on diversity in local government <http://www.surveymonkey.co.uk/r/5LG8QQW> response by 24.8.18

Resolved: Members to submit any feedback to MUCC office prior to the closing date in order for a response to be collated and submitted.

058 Reports from Outside Bodies

To receive reports from council representatives on Outside Bodies

058.1 Cllrs S Bailey/K Plow - OVW Innovative Practice Conference 4.7.18 (attached)

Cllrs S Bailey and K Plow outlined the topics discussed at the OVW Innovative Practice Conference held 4.7.18. Cllr Bailey referred members to her written report circulated with the agenda – *See Appendix A below* and introduced the ‘Get the Pathwatch app’ created to report issues on public footpaths. Flyers outlining the app were circulated to members.

Cllr Bailey advised council that Cllr Plow had recently been appointed chair of the OVW Regional Area Committee and members congratulated Cllr Plow on his achievement.

059 To accept proposals from Councillors for items to be included at future meetings

- M.U.C.H. to make a presentation to council at its September meeting.
- Request County Councillors provide a monthly written update to council as a regular agenda item.
- Council to consider additional Ordinary meetings.

060 Meeting Dates

To consider and agree the dates, time and venues of next Council meetings

- **Wednesday 8.8.18 – Communication & Community Liaison Cttee – to be confirmed**
- **Monday 3.9.18 – Parks & Open Spaces Cttee, 6pm Derek Upton Centre**
- **Monday 10.9.18 – Ordinary Meeting, 7pm Undy Church & Community Hall**

The above meeting dates, times and venues were agreed. It was noted that council would not meet in August as previously agreed. Cllr S Bailey offered prior apologies for 8.8.18 and Cllr J Barrell requested a copy of all future committee agendas.

The meeting closed at 7.55pm

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Chair/Vice Chair

APPENDIX A

One Voice Wales Innovative Practice Conference 2018 - Report from Community Councillors K. Plow and S. Bailey

Wednesday 4th July 2018

Key Note Speech

The Role and Priorities of the Sustainability Commissioner. Helen Nelson – Office of the Future Generations Commissioner for Wales.

Providing information regarding the Future Generations Act and the role and responsibilities of Community and Town Councils. Please see Web page for detailed information. All Town and Community Councils should make reference to this Act when planning developments and reviewing actions. All Councillors should understand the principles associated with this act.

The Well- Being of Future Generations Act Goals are;-

A Prosperous Wales

A Resilient Wales

A Healthier Wales

A More Equal Wales

A Wales of Cohesive Communities

A Wales of Vibrant Culture and a Thriving Welsh Language

A Globally Responsive Wales.

Second Speaker

Sian Jones – Big Lottery

Information regarding Community Funding in Wales

If you would like to apply for funding visit www.biglotteryfund.org.uk/wales to find out more

If you would like to discuss your ideas and so we can give you funding advice please call our advice team on 03001230735 or email wales@biglotteryfund.org.uk

Innovative Practice Sessions

Achieving Effective Youth Engagement

Advice to Community and Town Councils on Working with Young people Handout available from OVW .

Information regarding a project in Monmouthshire is available in Conference Report OVW Innovative Practice Annual Awards Ceremony

Improvements in the Community

Information from Carmarthen Council on how they have used their existing facilities to increase their income .

Use of Solar panels

Public charged for visiting old buildings

Improvement of Community landmarks and all things visitors would be interested in.

Important Liaison with County Councillor.

The use of grant Funding to support projects

PM

Flagging up Insurance Issues for Councils Vicki Jacomb Came & Company

Protection of people

RISK assessments, qualified person , frequency,

Finance - Security and processes for money, cheques, cash and other valuables.

Staff – risk assessments re working from home, lone working.

Trees – Inspection every 12 months qualified person

Any inspections should be undertaken by a professional person with professional indemnity.

Robust policies and procedures need to be in place and reviewed annually or more frequently if any changes occur.

Making the Most of Good Practice – Clover Rodrigues

Information available [www.good practice .wales](http://www.goodpractice.wales)

Improvement Practice Workshops

Local development Plans

Greater need to consultancy with Community Developers

Any report findings to be made public

Community Appearance very important

Applications for 106 monies along side planning applications

Grant Funding supportive of projects

Effective Governance and Accountability Deryck Evans Wales Audit Office

Management of Public Money

Councillors are not volunteers they are elected or co opted and hold public office.

Manage risk taking - Council aware of risks - risk assessments by qualified person

Nolan principles **Severn principles of public Life- Selflessness , Integrity, Objectivity, Accountability, Openness, Honesty, Leadership.**

Members lead by example – achieved by Code of Conduct, Robust Policies and Procedures

Committees may need additional training to undertake tasks

Clear records maintained and reasoning recorded

Evidence for decisions

Explicit about rational and considerations

Consultations and engagement identify views of the community

Clear about purpose and intended purpose (measurement)

Plan outcomes - objectives

Consider impact on decisions

Impact on making decisions

Consider wider public interests

Proper budget setting and monitoring

HANDOUTS

Conference Report 2018

Review of Community and Town Councils 2018

Advice to Community and Town Councils on Working with Young People.

Paths for People Get the Pathwatch app.