

MAGOR WITH UNDY COMMUNITY COUNCIL
CYNGOR CYMUNED MAGWYR A GWYNDY

Minutes of Ordinary meeting of Magor with Undy Community Council held at 7pm on Thursday 24th May 2018 in Ebenezer Baptist Church School Room

Present: Cllr D James (Chair)	Cllr G Cook
Cllr A Boyland (Vice Chair)	Cllr J Crook
Cllr S Bailey	Cllr R Montgomery
Cllr J Barrell	Cllr K Plow
Cllr M Boyland	Cllr S Raggett

Min 2018/19 [In Attendance: A Sandiford, Representatives of Magor Action Group on Rail (MAGOR), Member of Public]

014 15 Minute Public Open Forum

Prior to the start of Community Council business, 15 minutes is set aside for members of the public to address the Community Council.

No issues were raised in the public open forum.

It was noted that Magor Action Group on Rail (MAGOR) updated council at 6.30pm prior to the meeting and responded to Members' questions. It was agreed to email a copy of the presentation to members following the meeting.

015 Apologies

Cllrs N Baicher, S Franklin and E J Taylor (late)

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

None

017 Chair's Announcements

The Chair made the following announcements:

- 92 voluntary hours undertaken by the Chair since the April meeting
- Congratulations were extended to Mrs A Sandiford on securing the Admin Assistant role
- Update on the Clerk's absence
- Internal audit undertaken 16th May 2018
- Urgent health & safety works to the outside light of the portakabin have been authorised by the Urgent Decision Making Cttee
- MUCC office to be closed from 31.5.18 – 19.6.19 due to AS holidays

018 To Approve the Minutes [attached]

018.1 Ordinary Meeting held 12.4.18 - Chair to sign the minutes

The minutes were approved and duly signed by the chair.

018.2 Annual Meeting held 14.5.18 - Chair to sign the minutes

The minutes were approved and duly signed by the chair.

019 To receive Gwent Police Ward Report Sheet – April 2018 [attached]

The Gwent Police Ward Report Sheet was noted.

The Chair advised that representatives from the newly formed Crime Prevention Panel will be addressing council at its June meeting.

020 Correspondence

To receive and consider miscellaneous correspondence set out in schedule [attached]

No issues were raised on the schedule.

021 Finance [attached unless marked*]

021.1 To receive and adopt the monthly accounts for payment

Payee	Description	Net	VAT	Gross
B Cawley	Reimburse postage`	1.75		£1.75
One Voice Wales	Membership Fee 2018/19	771.00		£771.00
Magor Baptist Church	Hire 13.2.18/13.3.18	30.00		£30.00
Mon CC	Wheelie Bin Service	326.06		£326.06
Harrison's Packaging Ltd	Dog Waste Bags	216.00	36.00	£216.00
Cllr D James	Expenses Jan 18-Mar 18	9.20		£9.20
Merlin Waste	Dog Waste Collection April 18	562.50		£562.50
Cllr D James	Expenses Apr 18	20.90		£20.90
Various	Salaries			£4,011.07
Various	Statutory deductions			£5,694.37
Solutions in Technology	Telephony April 18	102.00	20.43	£102.00
Mon CC	Rates - Undy Tennis Club	616.80		£616.80
Dwr Cymru/Welsh Water	Tennis Club	21.22		£21.22
BT	Mobile Services	50.36	8.39	£50.36
BT	Line Rental	34.76	5.79	£34.76
SSE	Floodlighting, 25.1.18 - 18.4.18	77.00	3.66	£77.00
Solutions in Technology	Telephony May 18	102.00	20.43	£102.00
TOTAL INVOICES				£12,646.99

RECEIPTS		
	Description	Gross
Western Power Distribution	Wayleave	£3.48
TOTAL RECEIPTS		£3.48

Resolved: To approve and adopt the monthly accounts for payment.

021.2 To approve National Joint Council for Local Government Services (NJC) 2018-2019 National Salary Award

Resolved: To approve

021.3* To consider attendance at OVW Innovative Practice Conference – Wednesday 4.7.18, Hafod a Hendre, Royal Welsh Showground at a cost of £50 per delegate

Resolved: To approve Cllrs S Bailey and K Plow attend the above conference if available.

021.4* To note internal audit took place 16.5.18

Noted

**022 Planning - View applications at <http://www.monmouthshire.gov.uk/planning>
Planning Applications Received**

022.1 DM/2018/00281: Demolition of existing structure to the side of the property. Following this, the erection of a single storey side extension forming a larger kitchen and new utility room to the side of the property – 6 Briar close, Undy

Resolved: To approve subject to neighbours' comments

022.2 DM/2018/00547: 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
- Window overlooking neighbouring property

022.3 DM/2018/00608: Second storey bathroom extension – 29 Mill Common, Undy

Resolved: To approve subject to neighbours' comments

022.4 DM/2018/00776: To convert garage into a room with windows and door – 4 Somerset Grove, Magor

Resolved: To approve subject to neighbours' comments

022.5 To consider the following planning application consultation received from Newport CC – Case Number 18/0408 - <http://planning.newport.gov.uk/swift/apas/run/wphappcriteria.display>

Installation of single wind turbine of maximum tip height 130m and associated switch gear housing units, temporary access track, underground cabling and temporary crane hard-standing – Land adjacent to and south of Rush Wall, Redwick, Newport

Noted

022.6 To note appeal APP/E6840/A/18/3200781 re: DC/2017/01188: To retain fence to the front of Silverdale and The Glebe as built – Plot of land adjacent to Glen View and Lapings, Newport Road, Magor

Noted

023 Consultations

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

023.1 Welsh Government - Changes to the consenting of infrastructure (closing date 23.7.18) <https://beta.gov.wales/sites/default/files/consultations/2018-04/180430-changes-to-the-approval-of-infrastructure-development.pdf>

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

023.2 Welsh Government - Ecclesiastical exemption and guidance on scheduled monuments (closing date 13.7.18) <https://beta.gov.wales/sites/default/files/consultations/2018-04/180416-ecclesiastical-exemption-and-guidance-on-scheduled-monuments.pdf>

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

- 023.3** MCC – Review of Additional Learning Needs and Inclusion Services in Monmouthshire (closing date 27.5.18) <http://www.monmouthshire.gov.uk/schoolreorganisation>

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

- 024** To consider request from Positive Futures to hold its Friday Night Project between 6pm and 9pm on the Multi Use Games Area (MUGA) [attached].

Resolved: To support the Friday Night Project and approve the use of the MUGA courts on Friday evenings between 6pm and 9pm.

- 025** Councillor's Request for Debate

Cllr J Barrell – To consider scheduling of councils meetings/Parks & Open Spaces Committee

Cllr Barrell outlined her item of business and accepted the Chair's explanation regarding the recent changes to council meeting dates.

- 026** To accept proposals from Councillors for items to be included at future meetings

Resolved: To accept the following items of business for discussion at a future meeting:

- Provision of a footpath between Rogiet and Undy
- Speed signs at Magor/Undy
- Invitation to County Council Members to update MUCC
- Vehicles parking in disabled spaces

- 027** One Voice Wales

- 027.1** To receive OVW response to the Community and Town Council Review [attached]

Resolved: To receive the report for information

- 027.2** To receive OVW Advice to Community and Town Councils on Working with Young People [attached]

Resolved: To receive the report for information

- 028** Reports from Outside Bodies

To receive reports from council representatives on Outside Bodies

Council received a verbal report from Cllr S Bailey on the recent OVW/SLCC Conference and Caldicot & Surrounding Area Cluster Group meetings. It was agreed to circulate a written report – See Appendix A

- 029** Meeting Dates

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

Resolved: To approve the schedule of meeting dates.

- 030** To Resolve - Exclusion of Press and Public - by virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

There were no members of the public or press present at the meeting at this point.

030.1 To approve quotation for Sycamore Fields MUGA consultancy proposal as agreed at Parks & Open Spaces Cttee 8.3.18 (Min 052.1) [to follow]

Resolved: To approve quotation from The Urbanists for Sycamore Fields MUGA consultancy proposal for at a cost of £5,000 + VAT

The meeting closed at 7.45pm

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Chair/Vice Chair

Appendix A

Min 028

Society for Local Council Clerks {SLCC}

Attendance Community Councillors Sally Bailey and Keith Plow

16th May 2018

The Metropole Hotel Llandrindod Wells

Feedback to Community Councillors

All presentations are available on a memory stick which is available from Community Council Office.

Presentation

Work on the Independent Review Panel – Overview and Progress to date and an outline of emerging findings from its engagement work.

Ed Humphreys – Panel member

Key Points

1. Role of Town and Community Councils
2. The roles Councillors play
3. What role do the public think we play
4. Different roles to County and Unitary Authority
5. One size does not fit all, need to strike a balance according to size and capacity
6. Demographic mandate, most people are engaged.
7. Need to strengthen demographic mandate
8. Capacity and Capability {Resources} Very important that town and Community Councils have the resources and funding to operate.
9. Looking at the relationship with each other and others, Town and Community Councils have no voice on Public Health Boards.

Time line for Review report, to be presented to Cabinet Secretary October 2018, including evidence based recommendations.

Came and Company {Local Council Insurance}

Vicky Jacomb

Risk assessments {See memory stick for information}

Will provide advice and support and training for staff and councillors'

Dereck Evens – Welsh Audit Office

Governance

1. Code of Conduct
2. Statutory requirement
3. Statutory consequences

Sets the tone for Council operations

Issues that have been found – no code of conduct adopted or signed, rules and financial regulations not maintained.

Governance is required to safeguard clerks and members, risk assessments and internal controls.

Internal audit provides assurances that things are done correctly.
The clerk is responsible to the whole Council not just individuals or groups.
Useful literature
Practitioners guide internal audit
Auditor General for Wales Audit office
Self-assessment regarding good practice
Review financial processes.

Target areas for Internal Audit
2018 / 19
Standing orders
Delegation of Committees – terms of reference, properly constituted,
Work of Committees, reporting to full Council.

2019 / 20
Arrangements for making payments

2020 / 2021
Employment of staff - contracts of employment
Well-being and Future Generation Act – written evidence, plans for the future, planning and
legislation and how they impact on each other.

Supporting Town and Community Councils (see memory stick for information)

General data Protection Regulation- (see memory stick for details)
Good tool kits to use
SLCC and NALC guidelines on line

Check insurance re data protection and any breaches.

Update risk assessments

Each process needs to have a method of action.