

MAGOR WITH UNDY COMMUNITY COUNCIL

Minutes of Ordinary Meeting held on Monday 14th January 2019 at 7pm at Undy Church & Community Hall

Councillors:	Cllr A Boyland (Vice Chair), Cllr N Baicher, Cllr S Bailey, Cllr J Barrell, Cllr M Bisi, Cllr M Boyland, Cllr G Cook, J Crook, Cllr S Raggett
In Attendance:	Beverly Cawley, Clerk, Alison Sandiford
Members of the Public:	5, County Councillor F Taylor
Apologies:	Cllr D James, Cllr S Franklin, Cllr K Plow, Cllr R Montgomery

Min
2018/19

152 Public Open Forum

The following issues were raised in the Public Open Forum:

- Cllr M Boyland declared an interest in Min 169.3 below and read out a statement outlining his efforts as Chair of Council's Parks & Open Spaces and Communication & Community Liaison Committees which were dissolved on 26.11.18. Cllr Boyland stated he had donated the allowances to charity and Council should be mindful of all material facts before taking a decision on the agenda item below.
- The Applicant for Court Farm outlined planning applications DM/2018/01977 and DM/2018/02080 and gave assurances to Council in relation to access/egress and the outer wall of the existing domestic store building.
- A resident requested clarification, provided by the Clerk, regarding the exclusion of press and public at this meeting and at the forthcoming Finance Meeting to be held 17.1.19.
- A resident requested clarification, provided by the Chair, regarding Min 156.5 below and to payment of further recent invoices to One Voice Wales.

153 Chair's Announcements

153.1 To receive and accept apologies for absence from Councillors

See above.

153.2 To receive any update and feedback on Chair's attendance at outside events/functions etc

In the absence of the Chair there was no update.

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

Cllr M Boyland declared an interest in Min 169.3

Cllr A Boyland declared an interest in Min 169.3

Cllr M Bisi declared an interest in Min 163.2, Min 163.3 and Min 169.2

155 Minutes of Meetings

155.1 To adopt the minutes of Ordinary Meeting held 22nd October 2018 (deferred) *Report of Minutes of Ordinary Meeting held 22nd October 2018 (circulated)*

Council noted the above summary of outstanding minutes circulated with the agenda.

Resolved: To adopt the minutes of Ordinary Meeting held 22nd October 2018, compiled by the Clerk and marked 'Appendix A' on the Report of Minutes of Ordinary Meeting held 22nd October 2018.

a) Chair to sign the minutes

The Chair read out the following statement as per Standing Order 12d which she annotated to the minutes before signing.

"The chairman of the meeting does not believe that the minutes of the meeting of the Magor with Undy Community Council held on 22nd October 2018 in respect of the Ordinary Meeting were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

The Chair confirmed that the annotated minutes would be uploaded to the website.

155.2 To adopt the minutes of Ordinary Meeting held 12th November 2018 (deferred)

Resolved: To adopt the minutes of Ordinary Meeting held 12th November 2018

a) Chair to sign the minutes

The Chair read out the following statement as per Standing Order 12d which she annotated to the minutes before signing.

"The chairman of the meeting does not believe that the minutes of the meeting of the Magor with Undy Community Council held on 12th November 2018 in respect of the Ordinary Meeting were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

The Chair confirmed that the annotated minutes would be uploaded to the website.

155.3 To adopt the minutes of the Ordinary Meeting held 10th December 2018

Resolved: to adopt the minutes of Ordinary Meeting held 10th December 2018

a) Chair to sign the minutes

The Chair signed the minutes

156 Finance

156.1 To confirm the Bank Reconciliation of the Council's Bank Accounts

Resolved: To confirm the Bank Reconciliation for December as circulated.

156.2 To receive feedback on the purchase of 10th edition of Charles Arnold Baker publication at a cost of £60

Council was advised that the offer for the 10th edition of Charles Arnold Baker had now expired.

Resolved: To approve purchase of 11th edition of Charles Arnold Baker publication at a cost of £103.99.

156.3 To approve donation to Severn Tunnel Silver Band for support at Community Carol Service

Resolved: To donate £100 to Severn Tunnel Band

156.4 To approve attendance of Clerk and Admin Assistant to SLCC Conference for Wales (Llandrindod Wells on 20th June 2019) at the cost of £90 each (possible 'early-bird' discount available)

Resolved: To approve attendance of Clerk and Admin Assistant to SLCC Conference at a cost of £90 each.

156.5 To approve invoice from One Voice Wales for provision of professional support services/travel expenses as requested by the Admin & Personnel Committee at a cost of £2071.95

Cllr S Raggett referred to the apparent lack of an audit trail for the work commissioned and requested that as the Chair could not confirm receipt of the report this item is deferred. Cllr Raggett requested her concerns are recorded.

A discussion ensued and following assurances from the Chair that the report would be forthcoming, Councillors approved the payment.

Resolved: To approve invoice from One Voice Wales at a cost of £2071.95

Cllrs S Bailey, M Bisi and S Raggett requested their concerns about payment of the invoice prior to receipt of the report are recorded.

156.6 To approve list of payments

The Chair advised Council that a late invoice had been received from City Illuminations for £2,250 + VAT.

PAYMENTS

Payee	Description	Net	VAT	Gross
Vaious	Salaries & Statutory Payments	6,524.73		£6,524.73
SLCC	Membership	299.00		£299.00
St Mary's Church Undy	donation towards c/yard maintenance	500.00		£500.00
St Mary's Church Magor	donation towards c/yard maintenance	500.00		£500.00
RBL Poppy Appeal	donation for wreath	70.00		£70.00
Merlin Waste	dog bin maintenance Jan	450.00		£450.00
Severn Tunnel Band	donation re open air carol service	100.00		£100.00
Undy Church & Community Hall	hire 14/01/19	20.00		£20.00
Magor Baptist Church	hall hire annual fee 2019	300.00		£300.00
Undy Church & Community Hall	hire 08/08/18	20.00		£20.00
Magor Baptist Church	hire various 2018 mtgs & HUB	255.00		£255.00
St Marys Church Hall, Magor	hire various 2018 mtgs	45.00		£45.00
One Voice Wales	Professional fees re investigation	2,071.95		£2,071.95
Barclays Bank	charges	27.96		£27.96
City Illuminations	Xmas Lights	2,250.00	450.00	£2,700.00
				£13,883.64

RECEIPTS

	Description	Gross
Magor Undy Tennis Club	court fees	£102.00
Magor RFC	Hire & Tokens	£20.00
Various	Allotment rents	£161.00
Monmouthshire County Council	Precept #3	£66,847.00
Barclays Bank	Credit Interest	£323.53
TOTAL RECEIPTS		£67,453.53

Resolved: To approve the list of payments with the inclusion of City Illuminations.

157 Correspondence

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

Cllr M Boyland requested an electronic copy of item 29.

**158 Planning - View applications at <http://www.monmouthshire.gov.uk/planning>
Planning Applications Received****158.1 DM/2018/01977:** Demolition of existing outbuildings and the erection of new office accommodation – Court Farm, West End, Magor

Resolved: To approve

158.2 DM/2018/01991: Upward extension of roof to Warehouse 2 (by 20.3m) to accommodate automated racking system (Use Class B8), installation of conveyor outfeed and extension of existing canopy along southern elevation, and associated works – Magor Brewery

Resolved: To approve

158.3 DM/2018/02039: (outline planning) Two storey dwelling adjacent to existing dwelling – Hillcrest, Vinegar Hill, Undy

Resolved: To refuse on the following grounds:

- access/egress onto an already busy road near to a blind bend.

158.4 DM/2018/02053: Proposed detached dwelling – Green Acres, Vinegar Hill, Undy

Resolved: To refuse on the following grounds:

- access/egress onto an already busy road Safe Routes to School
- opposite a Safe Route to School (Tump Lane) for Undy Primary School

158.5 DM/2018/02080: Conversion of existing domestic store building into a separate single dwelling – Court Farm, West End, Magor

Resolved: To approve

Council requested the faded pedestrianised crossing on Redwick Road, adjacent to entrances to West End and the exit from Magor Square is repainted.

Resolved: To request Mon CC revamp the pedestrian crossing on Redwick Road.

158.6 To note Mon CC weekly planning lists <http://www.monmouthshire.gov.uk/planning/weekly-planning-lists>

Noted

158.7 To note Planning Committee Site Inspection: 8th January 2019 re: DM/2018/01801 - erection of one dwelling, 12 Elm Avenue, Undy.

Cllr J Crook advised Members he had attended the above site inspection and expressed his dissolutions about Mon CC Planning Authority.

Resolved: That Cllr Crook liaise with the Clerk to compile a letter to the Chair of Mon CC Planning Committee to express concerns about Mon CC site visits.

158.8 To note Scoping Direction Request to the Planning Inspectorate in accordance with prevailing Environmental Impact Assessment (EIA) Regulations – Rush Wall Solar Park Site (pending pre-application consultation early 2019).

Resolved: That the Clerk circulate additional information received since despatch of agenda, for information.

159 Office Networking/IT Support

159.1 To consider a report from the Clerk in respect of council's IT requirements in order to agree the best options.

The Clerk outlined her report in respect of Council's urgent IT requirements in conjunction with Council's IT budget and responded to Members' queries in this regard.

Resolved:

- To set up individual email addresses for Councillors at a cost of £18 per year each.
- To purchase 2 new PCs for the Council office, including virus protection as set out in the 2018/19 budget.
- To employ the services of Microshade for off-site cloud backup, data storage and IT Support at a cost of £83.90 per month plus a one-off installation and migration fee of £250 as per quotation dated 2nd August 2018.
- To purchase a recording device for the recording of Council meetings for minute purposes only at a cost of approximately £160.

160 Christmas Shop Front/Window

160.1 To receive feedback and results of competition

Council received an update of the Christmas Shop Front/Window Competition, circulated with the agenda showing the Winner -*The Flower Shed* and Runner up – *Be-Glitz*.

The competition was deemed a success welcomed by local businesses and Council was requested to consider holding a similar competition at Easter.

Resolved: to defer consideration of an Easter Shop Front/Window competition to a future Council workshop.

161 Training

161.1 To note One Voice Wales training events available January to March 2019

Members noted the forthcoming training events and were encouraged to attend the Social Media training module to be held in Usk on 7th March if available.

Resolved: That any Councillor wishing to attend training contact the Clerk.

161.2 To consider any bespoke training requirements

The Clerk referred to certain Members whose Code of Conduct training was still outstanding. It was considered that all Councillors would benefit from bespoke Code of Conduct training.

Resolved: To request Mon CC Monitoring Officer undertake Code of Conduct training for all Councillors

162 NALC/NJC Local Government Services National Salary Award

162.1 To note the new NALC/NJC National pay scales for clerks and other employees as from 1st April 2019 following the introduction of the national living wage.

Noted

162.2 To adopt the NALC/NJC National Salary Award 2019/2020 and new pay scales for clerks and other employees for implementation from 1st April 2019

Resolved: To adopt the NALC/NJC National Salary Award 2019/2020 and new pay scales for clerks and other employees for implementation from 1st April 2019

163 Committee Reports

It was noted that all outstanding issues from Parks & Open Spaces Committee and Communication & Community Liaison Committee will be considered at forthcoming project workshops – *see Min 163.4 below*

163.1 Parks & Open Spaces Committee – To note the minutes and approve any recommendations from 19th July 2018 meeting

The Clerk advised that the minutes of Parks & Open Spaces Committee 19.7.18 had not been signed.

Resolved: For the Chair to sign the minutes of Parks & Open Spaces Committee 19.7.18.

163.2 Parks & Open Spaces Committee – To approve minutes and any recommendations from 3rd September 2018 meeting.

The Clerk clarified the two sets of draft minutes circulated at the meeting.

Resolved: To approve the minutes of Parks & Open Spaces Committee 3.9.18 compiled by the temporary Admin Assistant. The Chair signed the minutes.

163.3 Communication & Community Liaison Committee – To approve minutes and any recommendations from 8th August 2018 meeting

The Clerk clarified an additional set of draft minutes electronically circulated to Members by the former Chair of the Communication & Community Liaison Committee following despatch of the agenda pack.

Resolved: To approve the minutes of Communication & Community Liaison Committee 8.8.18 compiled by the temporary Admin Assistant. The Chair signed the minutes.

163.4 Workshops – To receive feedback from two workshops in relation to the way forward in dealing with business and projects normally handled by Committees

The Clerk outlined her written report, circulated with the agenda, on the two positive workshops held to consider taking Council projects forward.

Resolved: To prioritise Council projects as follows:

1. War Memorial
2. Play Equipment
3. Benches
4. Noticeboards
5. Planters
6. Pop-up Hub
7. Village Events

It was agreed that the next workshop would be held at 7pm on Monday 28th January at Ebenezer Baptist Church to discuss the War Memorial and thereafter on the 4th Monday of each month.

Cllrs A Boyland and N Baicher offered prior apologies for the workshop on 28th January.

164.1 Projects

164.1a Commemorative Bench

It was requested if the Commemorative Bench had yet been purchased. The Clerk confirmed that the bench had not yet been purchased and advised that no budget had been set for such a bench. Council would therefore need to consider from which budget the expenditure will be made or whether it would like to take the monies from its Reserves.

Resolved: To defer this item to the project workshop proposed for 28th January and to invite Peter & Julie Wilson as Representatives of the Royal British Legion to attend the workshop.

164.1b To agree final positioning of the WWI 100th Commemorative Bench prior to licence application

See Min 164.1 above

164.1c To approve budget source (under Parish Councils Act 1957 s.1)

See Min 164.1 above

164.2 Public Benches

164.2a To agree final positioning of public benches (prior to any required licence application)

Council confirmed the positioning of public benches as per the Bench Placement Programme 2017, circulated with the agenda.

Resolved: To proceed with the installation of public benches as per the Bench Placement Programme 2017.

164.2b To agree method of installation and any associated costs

The Clerk outlined the method of installation for the siting of benches.

Resolved: To reinstate the order with Mon CC to put in concrete plinths prior to volunteers securing the benches to the plinths.

165 Common-y-coed Plantation

165.1 To receive a request from GWT's Magor Marsh Wildlife Warrior's for permission to erect six bird nesting boxes and two bat boxes on the upper section of the Common-y-coed Plantation prior to April 2019. The boxes will be monitored by the Wildlife Warriors under the guidance of a GWT officer, and feedback will be given to members at the end of the breeding season.

Resolved: To permit Wildlife Warriors to install six bird nesting boxes and two bat boxes on the upper section of the Common-y-coed Plantation prior to April 2019.

165.2 To receive feedback and note works still to be undertaken in respect of the site development.

Council noted the report, circulated with the agenda and were requested to contact the Clerk for any further information if required.

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

- Update on Council's Business Case re: Sycamore Tennis Courts
- Police presentations at meetings
- Review of Council's Standing Orders
- Review of Council's Financial Regulations
- Insurance presentation to Council

A Member referred to a number of complaints of litter and drug paraphernalia at Withy Park and Sycamore Tennis Courts.

Resolved: To report the above complaints to the police.

Standing Orders were suspended to allow the meeting to continue past 9pm.

167 Meeting Dates

167.1 To consider and agree a schedule of meeting dates and venues for 2019

Resolved: To agree the schedule of meeting dates and venues for 2019 as circulated with the agenda and to include the project workshop dates as per Min 164.1 above – See Appendix A

167.2 To consider the process for the calling of additional meetings to deal with the business originally processed by committees

The Clerk referred to a number of outstanding matters requiring Council decisions.

Resolved: To authorise the Clerk to call additional Ordinary Meetings going forward as deemed necessary.

167.3 To confirm the next meeting date and venue

- Monday 28th January 2019 – Project Workshop, 7pm at Ebenezer Baptist Church
- Monday 11th February 2019 – Ordinary Meeting, 7pm at Undy Church & Community Hall

168 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:

Resolved: Not to exclude the press and public during consideration of the following items.

Cllr M Bisi declared an interest in Min 169.2 and left the room

169.1 Independent Remuneration Panel for Wales (IRPW)

169.2 To approve payment of Determination 44 to Cllr M Bisi elected 25.10.18 (deferred from 10/12/18) "Determination (44) Payment to members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.". Mandatory

Resolved: To make payment of Determination 44 to Cllr M Bisi in the sum of £75

Cllr M Bisi returned to the meeting.

Cllrs A Boyland and M Boyland declared an interest in Min 169.3 and left the room

Cllr J Barrell took the chair in the absence of Cllr A Boyland

Cllr Barrell advised Cllr Bisi of Council's decision in relation to Min 169.2 above

169.3 To consider Part 4 Item 33 of the IRPW Annual Report 2018 - Repayment of salaries, allowances or fees in respect of Determination 47 (re: dissolution of Communication & Community Liaison Committee and Parks & Open Spaces Committee) (deferred from 10/12/18)

"Determination (47) Annual payment of £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

"An authority must require that such part of a salary, allowance or fee be repaid where payment has already been made in respect of any period during which the member or co-opted member concerned:

- is suspended or partially suspended from that member's/co-opted member's duties or responsibilities in accordance with Part 3 of the 2000 Act or Regulations made under that Act.*
- ceases to be a member or co-opted member of the authority.*
- or in any way is not entitled to receive a salary, allowance or fee in respect of that period".*

The Clerk highlighted that the committees had been suspended and not the person.

The Clerk advised Council that following initial verbal advice from IRPW, subsequent notification had been received that it was now going to put Council's query before its panel for discussion on 17th January 2019 and therefore recommended that council defer this item pending the outcome of that meeting.

However, Council wished to discuss and resolve the issue, albeit subject to confirmation from the IRPW "that it is a matter for council to decide how much, if any, it wishes to reclaim" or any subsequent conflicting advice that would result in council needing to revisit its decision.

Consideration was given to donating the allowance to charity, as stated in the Public Open Forum, as well as the dates of the first proposal/motion to dissolve the committees and the actual date of dissolution.

Resolved: that subject to confirmation from IRPW panel (following its meeting to be held on 17th January 2019) that its original verbal advice stands "that it is a matter for council to decide how much, if any, it wishes to reclaim" - a proportionate amount equating to 6 months is reclaimed from the Chair of the Communication & Community Liaison Committee and the Parks & Open Spaces Committee in the total sum of £250 for each committee.

The meeting closed at 9.27pm

.....
Chair/Vice Chair

Appendix A

Schedule of Meeting Dates 2019

DAY	DATE	TIME	MEETING TYPE	VENUE	COMMENT	
Tuesday	1	January		BANK HOLIDAY		
Monday	7	January	7pm	Other	Ebenezer Baptist Chapel School Room	Workshop
Tuesday	8	January	11am	Mon CC Pop-Up HUB	Ebenezer Baptist Chapel School Room	Pop-Up Hub
Monday	14	January	7pm	Ordinary	Undy C&C Hall	FULL
Thursday	17	January	6.30pm	other	Ebenezer Baptist Chapel School Room	Workshop
Thursday	17	January	7.30pm	Finance	Ebenezer Baptist Chapel School Room	FULL
Thursday	28	January	7pm	Other	Ebenezer Baptist Chapel School Room	Workshop
Monday	11	February	7pm	Ordinary	Undy C&C Hall	FULL
Tuesday	12	February	11am	Mon CC Pop-Up HUB	Ebenezer Baptist Chapel School Room	Pop-Up Hub
Thursday	25	February	7pm	Other	Ebenezer Baptist Chapel School Room	Workshop
Monday	11	March	7pm	Ordinary	Undy C&C Hall	FULL
Tuesday	12	March	11am	Mon CC Pop-Up HUB	Ebenezer Baptist Chapel School Room	Pop-Up Hub
Thursday	25	March	7pm	Other	Ebenezer Baptist Chapel School Room	Workshop
Monday	8	April	7pm	Ordinary	Undy C&C Hall	FULL
Tuesday	9	April	11am	Mon CC Pop-Up HUB	Ebenezer Baptist Chapel School Room	Pop-Up Hub
Monday	19	April		BANK HOLIDAY		
Friday	22	April		BANK HOLIDAY		
Monday	6	May		BANK HOLIDAY		
Monday	13	May	7pm	Ordinary	Ebenezer Baptist Chapel School Room	FULL
Tuesday	14	May	11am	Mon CC Pop-Up HUB	Ebenezer Baptist Chapel School Room	Pop-Up Hub
Monday	20	May	7pm	Annual	Undy C&C Hall	FULL
Monday	27	May		BANK HOLIDAY		
Monday	10	June	7pm	Ordinary	Ebenezer Baptist Chapel School Room	FULL
Tuesday	11	June	11am	Mon CC Pop-Up HUB	Ebenezer Baptist Chapel Main Hall	Pop-Up Hub
Thursday	24	June	7pm	Other	Ebenezer Baptist Chapel School Room	Workshop
Monday	8	July	7pm	Ordinary	Ebenezer Baptist Chapel School Room	FULL
Tuesday	9	July	11am	Mon CC Pop-Up HUB	Ebenezer Baptist Chapel School Room	Pop-Up Hub
Thursday	22	July	7pm	Other	Ebenezer Baptist Chapel School Room	Workshop

Monday	5	August		BANK HOLIDAY		
Monday	12	August	7pm	Ordinary	Undy C&C Hall	FULL
Tuesday	13	August	11am	Mon CC Pop-Up HUB	Ebenezer Baptist Chapel School Room	Pop-Up Hub
Monday	26	August		BANK HOLIDAY		
Monday	9	September	7pm	Ordinary	Undy C&C Hall	FULL
Tuesday	10	September	11am	Mon CC Pop-Up HUB	Ebenezer Baptist Chapel School Room	Pop-Up Hub
Thursday	23	September	7pm	Other	Ebenezer Baptist Chapel School Room	Workshop
Tuesday	8	October	11am	Mon CC Pop-Up HUB	Ebenezer Baptist Chapel School Room	Pop-Up Hub
Monday	14	October	7pm	Ordinary	Ebenezer Baptist Chapel School Room	FULL
Thursday	28	October	7pm	Other	Ebenezer Baptist Chapel School Room	Workshop
Monday	11	November	7pm	Ordinary	Ebenezer Baptist Chapel School Room	FULL
Monday	12	November	11am	Mon CC Pop-Up HUB	Ebenezer Baptist Chapel School Room	Pop-Up Hub
Thursday	25	November	7pm	Other	Ebenezer Baptist Chapel School Room	Workshop
Monday	9	December	7pm	Ordinary	Ebenezer Baptist Chapel School Room	FULL
Tuesday	10	December	11am	Mon CC Pop-Up HUB	Ebenezer Baptist Chapel School Room	Pop-Up Hub
Monday	25	December		BANK HOLIDAY		
Wednesday	26	December		BANK HOLIDAY		