

MAGOR WITH UNDY COMMUNITY COUNCIL

Minutes of Ordinary Meeting held on Monday 11th February 2019 at 7pm at Undy Church & Community Hall

Councillors:	Cllr N Baicher (7.05pm), Cllr S Bailey, Cllr J Barrell (Chair), J Crook, Cllr K Plow, Cllr S Raggett
In Attendance:	Beverly Cawley - Clerk; Alison Sandiford
Members of the Public:	4
Apologies:	Cllr A Boyland, Cllr M Bisi, Cllr M Boyland, Cllr G Cook, Cllr D James, Cllr S Franklin, Cllr R Montgomery

Min
2018/19

In the absence of the Council's Chair and Vice Chair Cllr J Barrell was elected Chair for the meeting

187 Public Open Forum

The following issues were raised in the Public Open Forum:

- A resident requested "John Forward Road" is considered under Min 193.5 below
- A resident requested "Colin Hudson Way" is considered under Min 193.5 below
- A resident outlined his planning application DM/2018/02039 and requested Council re-considers its recent objections to the application.
- A resident requested Council consider the installation of disabled friendly play equipment at Sycamore Play Park. The Chair invited the resident to attend the forthcoming workshop scheduled for 25th February when the play area will be discussed.

188 Chair's Announcements

188.1 To receive and accept apologies for absence from Councillors

See above.

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

There was no update.

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

Cllr S Raggett declared an interest in Min 201.1(a) as member of the MUCH committee

The Clerk declared an interest in Min 201.2(b) as a volunteer leader and demonstrator

Cllr N Baicher declared an interest in Min 201.3(a) as Minor Authority Governor

190 Minutes of Meetings

190.1 To adopt the minutes of Ordinary Meeting held 14th January 2019

Resolved: To adopt the Minutes of Ordinary Meeting held 14th January 2019.

a) Chair to sign the minutes

The Chair signed the minutes

190.2 To adopt the minutes of Finance Meeting held 17th January 2019

Resolved: To adopt the Minutes of Finance Meeting held 17th January 2019.

a) Chair to sign the minutes

The Chair signed the minutes

190.3 To adopt the minutes of Extraordinary Meeting held 29th January 2019

Resolved: To adopt the Minutes of Extraordinary Meeting held 29th January 2019 subject to the following amendment:

Min 186 – add “Paul Egan, One Voice Wales confirmed that following a decision on the employment investigation members could revisit the report for Full Council to consider any additional actions”

a) Chair to sign the minutes

The Chair signed the minutes

191 Finance

191.1 To confirm the Bank Reconciliation of the Council’s Bank Accounts

Resolved: To confirm the Bank Reconciliation to 31st January 2019.

191.2 To approve list of payments

PAYMENTS

Payee	Description	Net	VAT	Gross
Various	Salaries & Statutory Payments	7,225.42		£7,225.42
SLCC Enterprises	ref Book CAB 11th Edition	107.99	0.80	£108.79
PWLB	loan repayment	5,415.68		£5,415.68
Horizon Telecom Ltd	new PC's	1,075.00	215.00	£1,290.00
K Plow	mileage	395.11		£395.11
Viking Direct	stationery & recorder	238.45	47.69	£286.14
Merlin Waste	dog bin maintenance	450.00		£450.00
Viking Direct	stationery	96.14	19.23	£115.37
Monmouthshire County Council	Tennis Court rent	5.00		£5.00
Monmouthshire County Council	wheelie bin hire	300.43		£300.43
Undy C&C Hall	hire 11/2/19	20.00		£20.00
Barclays bank plc	commission charges	23.70		£23.70
Vision ICT Ltd	Cllr email addresses	234.00	46.80	£280.80
Microshade Business Consultants Ltd	migration of data to storage	337.90	67.58	£405.48
				£16,321.92

RECEIPTS

	Description	Gross
Barclays Bk - loyalty payment		£5.60
various	allotment rent	£12.00
TOTAL RECEIPTS		£17.60

Resolved: To approve list of payments, as circulated

192 Correspondence

To receive and consider miscellaneous correspondence set out in schedule.

The Clerk clarified Item 10.

Cllr N Baicher stated she would try to attend Caldicot Food Bank on 15.2.19.

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

193.1 Planning Applications Received

a) **DM/2018/01891:** New dwelling – proposed dwelling adjacent to Oakland, Main Road, Undy

Resolved: To approve, subject to neighbours' comments

b) **DM/2018/01274:** Two storey extension – 12 The Meadow, Magor

Resolved: To refuse on the following grounds:

- Over-development of the site.

Cllr N Baicher declared an interest in DM/2018/01274 as a neighbouring property.

c) **DM/2019/00007:** Proposed second storey extension to side – 11 Queens Gardens, Magor

Resolved: To approve, subject to neighbours' comments

d) **DM/2019/00038:** Construction of single storey outbuilding containing secure and general storage accommodation and staff facilities – Magor Sawmills, Castle Coch Road, St Brides Netherwent

Resolved: To advise Mon CC of council's observations in relation to route 100-15

e) **DM/2019/00078:** Proposed two storey side extension – 6 Landau Close, Undy

Resolved: To refuse on the following grounds:

- Over-development of the site.

193.2 To note Mon CC weekly planning lists <https://www.monmouthshire.gov.uk/registered-2019>

Noted

193.3 To note Planning Committee Site Inspection: 4th February 2019 re: DM/2018/02001 – Reserved matters application (pursuant to outline application DC/2016/00883) for the development of 144 dwellings and associated engineering works – Rockfield Farm, The Elms, Undy

Noted

193.4 To consider whether Council would wish to speak at a Planning Meeting in respect of the objection raised against DM/2018/02039 - Hill Crest Vinegar Hill should Mon CC Planning recommend approval.

Resolved: That Cllrs J Crook and K Plow attend the planning meeting if available.

193.5 To consider opportunity to name three new roads as part of the Rockfield Farm Development (Greystone Meadows)

Resolved: To nominate the following names for consideration to name three new roads as part of the Rockfield Farm Development:

- “John Forward Way”
- “Colin Hudson Way”
- “Collister”
- “Pankhurst”
- “Noah’s Ark”

194 To consider first draft order plan regarding the proposed diversion of public path no. 23 at Undy Allotment site.

Council considered a plan indicating the existing path to be closed and the proposed path to be created.

Resolved: To approve the draft order plan.

195 Audio Recording of Meetings Policy

To consider and agree a policy in relation to the audio recording of meetings to assist with the compilation of minutes

The Clerk advised members that One Voice Wales had confirmed that it is in order to record a meeting, irrespective of whether a member does not wish to be recorded; and that an audio recorder had now been purchased.

Resolved: To adopt the Audio Recording of Meetings Policy as circulated.

196 Defibrillator

196.1 To note the positioning of existing defibrillators within the community

Council noted the positioning of existing defibrillators in Mon CC Communities.

196.2 To consider a request to sponsor a defibrillator to be sited on the outside of Undy Church & Community Hall at Undy Pound under LGA 1972 s.137 <https://www.mycariad.org/>

Council considered the above request to sponsor the purchase of a defibrillator to be sited on the outside of Undy Church & Community Hall. A discussion ensued and it was agreed in principle to support the request.

Resolved: To defer this item pending further information, including costs, maintenance and training in relation to portable defibrillators.

197 Consultations

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

197.1 The Older People's Commissioner for Wales <http://bit.ly/OPCWEnglish> (closing date 22.2.19)

Resolved: Members to submit comments to the Clerk in order for a response to be collated and submitted.

197.2 Local Democracy & Boundary Commission for Wales: Review of Community Arrangements in the County of Monmouthshire (closing date 13.3.19)

<https://ldbc.gov.wales/reviews/communityreviews/curreviews/monmouthshire/?lang=en>

Members were encouraged to consider the above consultation as it affected the local area and submit comments to the Clerk for consideration at OM 11.3.19

Resolved: To defer this item to Ordinary Meeting 11th March 2019.

198 Publications

To receive publications and consider any necessary actions

198.1 Wales Audit Office:

- a) [Fee Scheme 2019-20](#)
- b) [Financial Management and Governance - Town and Community Councils 2017-18](#)
- c) [Internal Audit Arrangements at Town and Community Councils in Wales](#)
- d) [Affordability Information Guide for Wales](#) for water customers struggling to pay

Resolved: To receive the above publications from Wales Audit Office

198.2 Welsh Government:

Community and Town Council Update December 2018

Noted

198.3 Monmouthshire County Council

[March on for recycling](#)

Members expressed concerns regarding the imminent recycling changes in Monmouthshire.

Resolved: to invite Mon CC to address Council on progress in this matter 6 months after implementation of the new recycling scheme.

199 Projects

199.1 To receive feedback from Project Workshop held 28.1.19 and consider any recommendations/ actions required

Notes of the Project Workshop were circulated with the agenda.

The Chair read out an email received from Cllr M Boyland in this matter and updated members on progress following the meeting held 28.1.19:

- Clerk is progressing with the Heritage Impact Assessment to send off with planning consent.
- Grant application is complete except for new photos.
- Clerk is liaising with contractors to discuss start date and traffic management report

199.2 To receive an update from Monmouthshire County Council in respect of s.106 monies to refurbish the Sycamore Sports Field Tennis and MUGA Courts, and agree any actions required

Council welcomed correspondence from Mon CC advising that the business plan submitted is satisfactory to enable the Sycamore Field refurbishment project to proceed.

Council noted that Mon CC is keen to ensure that the project is delivered on budget and within the spend by date (July 19) for the s.106 funding available and that it wishes to work in partnership with the Community Council as it has the in-house expertise and capacity to deliver projects of this nature.

Council accepted that additional costs in the region of £2,000 would be incurred for the professional services of Mon CC's Maintenance Manager to assist with the assessment of tenders and supervise the works on site during the construction period; and that the tendering process will need to be carried out in line with Council's Standing Orders and Financial Regulations.

Resolved: To unanimously accept the offer to work in partnership with Mon CC to deliver the upgrade of the multi-use tennis courts at Sycamore Fields and for the Clerk to liaise with Mon CC in this regard.

200 Magor Scouts

To receive a request from County Councillor Lisa Dymock, on behalf of Magor Scouts, for permission to site a 20ft container on the Sycamore Sports Field Site adjacent to the existing Portakabin, to enable storage of equipment, which will release Scout Hut space and allow increase in membership.

Whilst Council agreed in principle to the siting of a storage container on the Sycamore Sports Field it was mindful of the imminent refurbishment works to be carried out to the tennis courts.

Resolved: To invite County Councillor Dymock and a member of Magor Scouts to discuss this matter and any possible alternative arrangements at the forthcoming Project Workshop scheduled for Monday 25th February 2019.

201 Financial Assistance

To consider and agree applications for grant funding as detailed in the report circulated with the agenda.

The Chair clarified the consideration of grant applications by Admin & Personnel Committee and requested if Council wished to defer the following grant applications received to the Committee.

Resolved: That Council considers the following grant applications as per the agenda.

201.1 Local Community Support Grants

Council considered the following applications from local community groups and noted the available budget of £2,020

Cllr S Raggett declared an interest and left the room during consideration of the following item:

a. Magor Undy Community Hub (MUCH)

Resolved: To donate £500 to Magor and Undy Community Hub (MUCH)

Cllr Raggett returned to the meeting

b. Wye Gymnastics & Galaxy Cheerleading Caldicot

Resolved: Not to donate to Wye Gymnastics & Galaxy Cheerleading

c. Talking Books Carmarthen

Resolved: Not to donate to Talking Books Carmarthen

d. Ready Steady Go

Resolved: To donate £500 to Ready Steady Go

201.2 Local Youth Support Grants

Council considered the following applications from local youth groups and noted the available budget of £5,000

- a. The Clerk advised Council of an invoice received from Mon CC for Council's contribution towards the 2018 Summer Playscheme. The Clerk stated that although monies had been set aside at Finance Meeting 15.1.18 for the Summer Playscheme under the Youth Support Grant, no formal resolution to contribute had been made by Council.

A discussion ensued and the Summer Playscheme was considered a valuable contribution to the local youth. The Clerk stated the Mon CC officer had apologised for the oversight and that they are currently in the process of producing the report of Playscheme 2018 which will follow shortly.

Resolved: To approve payment of Mon CC invoice for Summer Playscheme 2018 in the sum of £4,000

b. GWT Wildlife Warriors

Resolved: To donate £1,000 to GWT Wildlife Warriors

The Clerk declared an interest in this item

Cllr S Bailey declared an interest in this item as a volunteer demonstrator

c. 1st & 2nd Magor Brownies

Resolved: To donate £680 to 1st & 2nd Magor Brownies

Resolved: To vire the remaining balance of £340 from the Local Community Support Grant budget towards a potential defibrillator – *see min 196.2 above*

201.3 Local School Support Grants

Council noted the £6,000 budget for School Support Grants

a. Undy Primary School

Resolved: To donate £3,000 to Undy Primary School towards the purchase of IT equipment for pupils.

b. Magor CiW Primary School

Resolved: To donate £3,000 to Magor CiW Primary School towards the purchase of IT equipment for pupils.

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

202 Clerk's Report and Update

To receive a report and update from the clerk in respect of on-going issues and agree any actions

Council received the Clerk's written Report and Update for January 2019 and the following items were discussed:

- Pop-Up Hub
- Office IT update/IT Support

Resolved: To authorise the Clerk to obtain IT Support from Horizon Telecom Ltd as necessary

- Councillors' email addresses to go live
- Office training for RBS Finance Package

Resolved: For the Clerk to arrange

- Outcome of Extraordinary meeting held 29.1.19
- Council laptop
- Facebook Administration
- Temporary line management for the Clerk

Resolved: To continue with current temporary arrangement and re-agenda for OM 11.3.19

- Mediation sub-group
- Phase 1 formal complaint investigation

Resolved: For the Clerk to report the findings and recommendations of the complaint to Council at OM 11.3.19

203 Independent Remuneration Panel Wales (IRPW)

203.1 To note the response from the IRPW regarding Council reclaiming part of a remuneration payment already made and which a Councillor is now not entitled

Council noted the response from IRPW confirming Council must reclaim payment when a member is not entitled to receive it.

203.2 To ratify Minute number 169.3

Resolved: To ratify Council’s decision made under Min 169.3 of Ordinary Meeting 14.1.19 *that 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.*

203.3 To consider correspondence from a member submitting a retrospective claim for remuneration for the financial years 2016/2017 and 2017/2018 including compensatory compound interest at 3% per month.

Council considered the above retrospective claim for remuneration.

A discussion ensued and it was clarified that Council had been provided with copies of the IRPW consultations and subsequent final reports. It was recognised that although permissive powers to claim remuneration existed in 2016/17 and 2017/18 Council did not make a formal decision to do so. The Clerk clarified that remuneration became mandatory from 2018/2019.

Resolved: To dismiss the retrospective claim for remuneration for the financial years 2016/2017 and 2017/2018 submitted by the Member.

Resolved: To obtain clarification regarding legal expenses cover from Council’s Insurance provider.

204 Future Meeting Content

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

- Facebook Administration – OM 11.3.19
- Line Manager to the Clerk – OM 11.3.19
- Review of Standing Orders – OM 11.3.19
- Review of Financial Regulations – OM 11.3.19
- Review of Terms of Reference - Admin & Personnel Committee
- State of Pavements in Magor
- Request for Public Toilets in Magor Square

205 Meeting Dates

- i Project Workshop – Monday 25th February 2019 Ebenezer Baptist Church Schoolroom, 7pm
- ii Full Council – Monday 11th March 2019 Undy Church & Community Hall, 7pm

The meeting closed at 9.22pm

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Chair/Vice Chair