

MAGOR WITH UNDY COMMUNITY COUNCIL

Minutes of Ordinary meeting of Magor with Undy Community Council held in Undy Church & Community Hall on Monday 11th March 2019 at 7pm

Councillors:	Cllr D James (Chair), N Baicher (7.05pm), Cllr S Bailey, Cllr M Bisi, Cllr A Boyland, J Barrell, Cllr G Cook, J Crook, Cllr S Raggett
In Attendance:	Beverly Cawley - Clerk; Alison Sandiford
Members of the Public:	6
Apologies:	Cllr K Plow, Cllr M Boyland, Cllr S Franklin

Min 2018/19

206 Public Open Forum

The following issues were raised in the Public Open Forum:

- Council was commended on the Civic Service held earlier in the day
- Mr P Wilson referred to the recent Project Workshop where a proposed rededication service of the War Memorial following restoration was discussed and stated that Jessica Morden MP and Magor Scouts had expressed an interest to attend should such a service go ahead.
- A Resident thanked Council for publishing supporting papers to the agenda on the Council's website. The Resident also requested if removal of vegetation on the Procurator's House could be considered at the next Project Workshop.

207 Chair's Announcements

207.1 To receive and accept apologies for absence from Councillors

See above.

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

- The Chair advised Council of a casual vacancy in the Elms Ward and wished to acknowledge the contribution of the past Councillor.
- The Commonwealth Day Civic Service held earlier in the day had been well received by the community and was attended by local organisations, residents, Councillors and year 6 pupils from the local Primary Schools.

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

Cllrs D James and A Boyland declared a possible interest in Min 221(v) depending on the nature of the discussion

209 Minutes

209.1 To adopt the minutes of Ordinary Meeting held 11th February 2019

Resolved: To adopt the Minutes of Ordinary Meeting held 11th February 2019.

a) Chair to sign the minutes

The Chair signed the minutes

210 Finance

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

Resolved: To confirm the Bank Reconciliation to 28th February 2019

210.2 To consider renewal of One Voice Wales (OVW) Membership at a cost of £814

Resolved: To renew OVW Membership for 2019/20 at a cost of £814

210.3 To consider attendance at OVW Innovative Practice Annual Awards Ceremony – Thursday 28th March 2019 – Royal Welsh Showground at a cost of £55/£80 per delegate

Resolved: That Cllrs K Plow and S Bailey attend the OVW Innovative Practice Annual Awards Ceremony if available at a cost of £55 per delegate and for Cllr J Crook to act as a reserve.

210.4 To approve attendance at SLCC & OVW Joint Conference – Wednesday 15th May 2019 – Liberty Stadium, Swansea at a cost of £90 per delegate

Resolved: That the Clerk and Admin Assistant attend the SLCC & OVW Joint Conference at a cost of £90 per delegate.

210.5 To approve list of payments

PAYMENTS

Payee	Description	Net	VAT	Gross
Various	Salaries & Statutory Payments	7,057.07		£7,057.07
MUCH	grant	500.00		£500.00
Magor CIW School	grant	3,000.00		£3,000.00
Undy Primary School	grant	3,000.00		£3,000.00
Ready Steady Go	grant	500.00		£500.00
GWT Wildlife Warriors	grant	1,000.00		£1,000.00
1st & 2nd Magor Brownies	grant	680.00		£680.00
Solutions in Technology	telephony	103.99	20.80	£124.79
swalec	Sports field floodlighting electrics	98.62	4.93	£103.55
British Telecom	telephony	28.97	5.79	£34.76
Monmouthshire County Council	summer playscheme 2018	4,000.00		£4,000.00
Konica Minolta	photocopier rental	99.15	19.83	£118.98
Monmouthshire County Council	repairs to lighting column re xmas light elec	60.60	12.12	£72.72
Microshade Business Consultants	off-site back up etc	87.90	17.58	£105.48
Merlin Waste	dog bin maintenance	450.00		£450.00
Monmouthshire County Council	Skate \park rent	75.00		£75.00
Pear Technology Services	software update prior to tfr to Microshade	85.00	17.00	£102.00
Konica Minolta	photocopier print costs	112.39	22.48	£134.87
Barclays Bank	commission	15.70		£15.70
staff	mileage	14.70		£14.70
				£21,089.62

RECEIPTS

	Description	Gross
	Barclays Bk - loyalty payment	£4.74
TOTAL RECEIPTS		£4.74

Resolved: To approve list of payments

The Clerk requested any outstanding expenses from Members for 2018/19 are submitted as soon as possible in order to make payment before the end of the Financial Year.

Resolved: That any outstanding payments for 2018/19 are made and reported back to Council at the next Ordinary Meeting.

210.6 To consider correspondence and approve quotation from Auditing Solutions Ltd (internal Auditor) for Financial Year 2018/19 - Min 173.1 of Finance Meeting 17th January 2019 refers and to sign Letter of Engagement.

The Clerk clarified that whilst undertaking work during Financial Year 2019/2020 the auditor will be reviewing Financial Year 2018/2019 and carrying out an interim report for 2019/2020.

Resolved: To approve quotation from Auditing Solutions Ltd at a maximum cost of £860 + VAT for the first year and for the Chair to sign the Letter of Engagement.

211 Correspondence

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

Cllr N Baicher requested an electronic copy of item 23.

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

212.1 Planning Applications Received

DM/2018/01801: (amended): Erection of one dwelling – 12 Elm Avenue, Undy

Resolved: To refuse on the following grounds:

- Over-development of the site.

DM/2019/00160: Partial demolition of existing single storey side room, construction of two-storey side extension – 18 Queens Gardens, Magor

Resolved: To approve subject to neighbours' comments and Welsh Water conditions being adhered to.

DM/2019/00208: Single storey extension – Jubilee Cottage, Vinegar Hill, Undy

Resolved: To approve subject to neighbours' comments

DM/2019/00223: Single storey extension – 11 Rockfield View, Undy

Resolved: To approve subject to neighbours' comments and no infringement onto footpath.

DM/2019/00248: A two-bedroom extension is required above the previously converted garage of our 3 bedroom house, in line with already extended properties on Blenheim Avenue – 20 Blenheim Avenue, Magor

Resolved: To approve subject to neighbours' comments and no infringement onto footpath.

DM/2019/00305: Loft conversion. Rear gable roof extension – Min Y Ffos, 4 The Elms, Church Road, Undy

Resolved: To approve

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

Noted

212.3 Monmouthshire County Council. Section 14(1)(b) – Road Traffic Regulation Act 1984 Temporary 30 MPH Speed Limit, B4245, Undy. Temporary Traffic Regulation Order 2019 -
To note the Order will come into force on Monday 4th March 2019 for a period of up to 18 months

Noted

213 Local Democracy & Boundary Commission for Wales (LDBCW) (b/f OM 11.2.19)
<https://ldbc.gov.wales/reviews/communityreviews/curreviews/monmouthshire/?lang=en>

213.1 To note correspondence from OVW and LDBCW

Noted

213.2 To consider response to LDBCW re: Review of Community Arrangements in the County of Monmouthshire (closing date 13.3.19) – To note no responses received from Members to date.

Resolved: Members to submit any comments to the Clerk by noon on 12.3.19 in order for a response to be collated and submitted.

214 To consider Facebook Administration (b/f OM 11.2.19) – see also item 15ii below

Resolved: To consider this item under Min 227 below in conjunction with Min 221.2

215 To consider temporary line manager to the Clerk (b/f OM 11.2.19)

Resolved: To consider this item under Min 227 below

216 To consider how and when to review Council's Standing Orders (b/f OM 11.2.19)
To note Standing Orders last reviewed in November 2017

Resolved: To convene an Extraordinary Meeting to consider Council's Standing Orders – see Min 226 below

**217 To consider how and when to review Council's Financial Regulations (b/f OM 11.2.19)
To note Financial Regulations last reviewed in November 2017**

Resolved: To convene an Extraordinary Meeting to consider Council's Financial Regulations – see Min 226 below

**218 Independent Remuneration Panel Wales (attached)
[Independent Remuneration Panel for Wales: annual report 2019 to 2020](#)**

218.1 To adopt IRPW Annual Report 2019 [Determinations 40-49]

Resolved: To adopt IRPW Annual Report 2019 [Determinations 40-49]

218.2 To note a council resolution is required in relation to determinations 41, 43, 44, 45, 47, 48

Resolved: To defer this item to Annual Meeting 20.5.19

218.3 To consider item 13.38 of the Annual Report:

- a. when the payment is actually to be made to the member (determinations 41, 47, 48).
- b. how many payments the total amount payable is broken down into;
- c. and, whether and how to recover any payments made to a member who leaves their role during the financial year.

Resolved: To defer this item to Annual Meeting 20.5.19

219 Projects

219.1 To receive feedback from Project Workshop held 25.2.19 and consider any recommendations/actions required

Councils approved the Project Workshop Report circulated with the agenda and considered 3 quotations for a commemorative bench.

Resolved:

- That Cllrs M Bisi and S Raggett liaise with local primary schools regarding new play equipment if necessary
- That Cllr G Cook consult with residents of The Square in relation to the siting of a proposed commemorative bench
- That the Clerk conduct a Facebook Poll in relation to the siting of a proposed commemorative bench in The Square and at the Mon CC Pop up Hub 12.3.19
- That the Clerk obtain necessary permission from Mon CC to site a bench
- To purchase a black commemorative bench with gold writing from Newport Wrought Iron Works at a maximum cost of £700 and to authorise the Clerk to liaise with Mr P Wilson, Royal British Legion on the final wording and style of bench prior to placing an official order.
- To approve quotation from Llanvair Landscapes, as a preferred contractor to cut back allotments at Sycamore Terrace and Undy at a maximum cost of £600
- To approve quotation from ROSPA (Royal Society for the Prevention of Accidents) to carry out inspection of Council's play areas as soon as possible at a cost of £427.50 + VAT

Cllr G Cook declared an interest in this item as a resident of The Square.

219.2 To consider a request from Magor Scouts for an allotment at Sycamore Terrace and agree any actions

Resolved: To grant Magor Scouts an allotment at Sycamore Terrace free of charge.

220 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 approved the Clerk's Report and Update for February 2019, circulated with the agenda.

Resolved: To add Procurator's House to the next Project Workshop.

221 To Consider the following Motions from Cllrs M Bisi and S Raggett

It was resolved to consider this item under Min 227 below

221.1 Motion to release the full independent report documentation to the Clerk (if this has not already been given over) now that the initial resolutions of the MUCC Extraordinary Meeting on 29/01/2019 are under way.

221.2 Motion to give back to the office the full admin control over all MUCC accounts including social media.

221.3 Motion for all approved A&P Committee Minutes to have a suitable set of resolutions/actions open to the public corresponding to the agendas' items and for them to be uploaded onto the MUCC website.

221.4 Motion to address potential HR concerns and implications arising from the independent investigation.

222 To consider a request from Caldicot Food Bank to give a presentation to Council

Resolved: to agree to a presentation from Caldicot Food Bank at 6.30pm prior to a future Ordinary Meeting.

223 To consider a request from Magor Guides to support a community litter pick

Resolved: to support Magor Guides in relation to a community litter pick and provide light refreshments following the event.

Cllr M Bisi declared an interest in this item as a parent of a Magor Brownie.

224 To consider a request from Magor PTFA for permission to use the playing field next to Magor School for an event on Saturday 8th June 2019

Resolved: To support the above request from Magor PTFA.

Cllr M Bisi declared an interest in this item as his children attend the school.

225 Future Meeting Content

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

- Caldicot Food Bank presentation
- Review of Terms and Reference of Admin & Personnel Committee prior to Annual Meeting

226 Meeting Dates

- i Project Workshop: Monday 25th March 2019, 7pm at Ebenezer Baptist Church Schoolroom – *Cllr A Boyland offered prior apologies*
- ii Full Council: Monday 8th April 2019, 7pm Undy Church & Community Hall
- iii Came & Co Insurance presentation: Tuesday 9th April 2019, 2.30pm at Magor Baptist Church – *Cllr A Boyland offered prior apologies*
- iv Extraordinary Meeting – Monday 29th April 2019
- v Extraordinary Meeting – Wednesday 1st May 2019

227 Resolved - 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:

221 To Consider the following Motions from Cllrs M Bisi and S Raggett

221.1 Motion to release the full independent report documentation to the Clerk (if this has not already been given over) now that the initial resolutions of the MUCC Extraordinary Meeting on 29/01/2019 are under way.

Cllr M Bisi proposed and Cllr S Raggett seconded the above motion.

Resolved: That Cllr J Barrell provide the Clerk with a copy of the full independent report which is to be treated and marked 'confidential'.

221.2 Motion to give back to the office the full admin control over all MUCC accounts including social media.

Cllr M Bisi proposed and Cllr S Raggett seconded the above motion.

Resolved: To reinstate the Clerk with full administrator rights in respect of the Facebook page and for Cllr J Barrell to request Cllr M Boyland action this immediately.

221.3 Motion for all approved A&P Committee Minutes to have a suitable set of resolutions/actions open to the public corresponding to the agendas' items and for them to uploaded onto the MUCC website.

Cllr M Bisi proposed and Cllr S Raggett seconded the above motion.

The Chair advised she had sought advice from OVW that minutes, where they exist, should be published on the website. In reference to the minutes not published on the website, the Chair of A&P Committee stated there were no minutes only unsigned confidential notes.

Resolved: That as no minutes exist for certain A&P Committee meetings Council will release the following statement:

Please note that whilst the Community Council would wish to be open and transparent in matters concerned with the public, the Minutes of Admin & Personnel Committee meetings held on 4.9.18, 2.10.18 and 24.10.18 cannot be published in the public domain, as the contents of the document is considered exempt from disclosure as it contains information relating to

particular individuals as described in para (12) of part 4 of Schedule 12A to the Local Government Act 1972, which could be prejudicial. Also the information contained is of a very sensitive nature and the disclosure of such information could also breach the obligations the Council has under General Data Protection Regulations (GDPR).

Resolved: Chair of Admin & Personnel Committee to deposit with the office the confidential notes of Admin & Personnel Committee meetings held on 4.9.18 and 2.10.18 in a sealed envelope and the confidential notes of meeting held on 24.10.18 to be presented to the next Ordinary Meeting on pink paper.

221.4 Motion to address potential HR concerns and implications arising from the independent investigation.

The Clerk and Admin Assistant were requested to leave the meeting during consideration of the following item:

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

Cllr M Bisi proposed and Cllr S Raggett seconded the above motion.

Council considered the above motion.

Resolved: Not to re-visit the independent investigation.

The Clerk and Admin Assistant returned to the meeting.

215 To consider temporary line manager to the Clerk (b/f OM 11.2.19)

Resolved: That Cllr J Barrell continue her role as temporary line manager to the Clerk until the Annual Meeting 20.5.19.

227.1 Stage 1 Formal Complaint (b/f OM 11.2.19)

To receive a report from the Clerk in respect of a Stage 1 formal complaint investigation and consider any recommendations

This item was not discussed as a result of Cllrs D James and A Boyland seeking advice in this matter from One Voice Wales and the Monitoring Officer.

The Clerk requested the Chair provide her with a copy of the advice from OVW, which was unavailable in writing.

Resolved: That the Clerk to contact the Monitoring Officer in this matter.

The meeting closed at 9.30pm

.....
Chair/Vice Chair