

MAGOR WITH UNDY COMMUNITY COUNCIL

Minutes of Ordinary meeting of Magor with Undy Community Council held in Undy Church & Community Hall on Monday 8th April 2019 at 7pm

Councillors:	Cllr D James (Chair), N Baicher (7.05pm), Cllr S Bailey, Cllr M Bisi, Cllr A Boyland, Cllr J Barrell, Cllr G Cook, Cllr J Crook, Cllr K Plow Cllr S Raggett
In Attendance:	Beverly Cawley - Clerk; Alison Sandiford
Members of the Public:	3
Apologies:	Cllr M Boyland, Cllr S Franklin

Min 2018/19

236 Chair's Announcements

236.1 To receive and accept apologies for absence from Councillors

See above

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

The Chair advised that she and the Vice Chair had met with representatives from the Welsh Audit Office in respect of queries arising from correspondence the Audit Office had received.

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

All members declared an interest in council's planning application DM/2019/00435. Cllr G Cook declared an interest in plan DM/2019/00435 as a resident of Magor Square

238 Minutes

238.1 To adopt the minutes of Ordinary Meeting held 11th March 2019

The minutes were adopted subject to the following amendments:

Page 5 Min 219.1:

Delete: *To approve quotation from Llanvair Landscapes, as a preferred contractor to cut back...*

Insert: *'To approve quotation from Llanvair Landscapes to cut back' ...*

Page 6 Min 223

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

Insert: *'and a Magor Rainbow'*

a) Chair to sign the minutes

The Chair signed the minutes

238.2 To adopt the minutes of Extraordinary Meeting held 4th April 2019**a) Chair to sign the minutes**

The Chair proposed to defer this item to the next Ordinary Meeting due to the minutes being circulated at the meeting and the inclusion of confidential notes which would require the exclusion of any press and public. Another Member proposed that Council considers this item at this meeting following a few minutes reading time.

It was resolved to defer this item to the end of this agenda following the exclusion of press and public.

Cllr S Raggett proposed a vote of no confidence in Cllr M Boyland seconded by Cllr S Bailey for his disrespectful behaviour towards Councillors at the Extraordinary Meeting 4.4.19.

239 Finance**239.1 To confirm the Bank Reconciliation of the Council's Bank Accounts to 31.3.19**

Resolved: To confirm the Bank Reconciliation to 31st March 2019

239.2 To approve renewal of Gwent Wildlife Trust Membership at a cost of £36.00

Resolved: To approve renewal of Gwent Wildlife Trust Membership at a cost of £36.00

239.3 To approve list of payments**PAYMENTS – March 2019**

Payee	Description	Net	VAT	Gross
One Voice Wales	training fees	120.00		£120.00
One Voice Wales	conference fees - nat awards	55.00		£55.00
Vision ICT	web hosting & support annual	240.00	48.00	£288.00
Monmouthshire County Council	restore power to xmas tree lamppost	147.60	29.52	£177.12
Beverly Cawley	Mileage	14.04		£14.04
Beverly Cawley	expenses	71.97	13.80	£85.77
Keith Plow	mileage	55.99		£55.99
Jenny Barrell	mileage	13.23		£13.23
various staff	salaries	4,490.95		£4,490.95
various	statutory payments	2,722.72		£2,722.72
Dwr Cymru welsh water	sycamore sports field	74.22		£74.22
Solutions in Technology	telephony	103.99	20.80	£124.79
Information Commissioners Office	data protection registration fee	35.00		£35.00
The Urbanists	business case final payment	1,000.00	200.00	£1,200.00
Monmouthshire County Council	Xmas trees x2	407.07	81.41	£488.48
				£9,945.31

RECEIPTS – March 2019

	Description	Gross
Various	allotment rents	77.00
Tenant	Poor Land rent	325.00
Various	allotment rents	12.00
Magor RFC	light tokens for MUGA	£40.00
TOTAL RECEIPTS		£454.00

PAYMENTS – April 2019

Payee	Description	Net	VAT	Gross
RoSPA Play Safe	Annual play inspection	369.00	73.80	£442.80
One Voice Wales	Membership Fee	814.00		£814.00
British Telecom	telephony	28.97	5.79	£34.76
				£1,291.56

RECEIPTS – April 2019

	Description	Gross
HMRC	Vat Refund	5,000.35
TOTAL RECEIPTS		£5,000.35

Resolved: To approve list of payments to 31st March 2019 and an additional list of payments from April 2019, circulated at the meeting

239.4 To approve quotation from Chepstow Accountancy Services for the outsourcing of Salaries with effect from April 2019.

Resolved: To approve quotation from Chepstow Accountancy Services for the outsourcing of Salaries with effect from April 2019 at a cost of £5.50 per payslip per month plus any incidental costs for new starters/leavers and end of year tax certificates.

240 Correspondence

To receive and consider miscellaneous correspondence set out in schedule

No issues

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

241.1 Planning Applications Received

a) DM/2018/01818: Construction of a drive thru kiosk, HGV park extension and alterations to associated roadways and parking – Magor Motorway Service Area, Magor Interchange, Magor

Resolved: To approve

b) DM/2018/01819: Free standing and wall mounted signs – Magor Motorway Service Area, Magor Interchange, Magor

Resolved: To approve

c) **DM/2019/00326:** Second storey side extension – 16 Blenheim Drive, Magor

Resolved: To approve

d) **DM/2019/00376:** Single storey extension for use as garage, extension of driveway and minor roof repairs – 1 Blenheim Park, Magor

Resolved: To approve

e) **DM/2019/00430:** Removal of vegetation, roof inspection and re-pointing, removal of two inscribed panels and replace with two new Forest of Dean stone panels, re-cut two inscription panels by hand and re-paint, cut two new inscription panels by hand and paint, clean and treat bronze medallion with preservative – Cenotaph, The Square, Magor

Resolved: To approve

f) **DM/2019/00435:** Construction of garage – Marshbrook, Main Road, Undy

Resolved: To request a site visit with Mon CC Officer in relation to the size and nature of the proposed garage.

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

Noted

241.3 To note guidance notes on Mon CC View Planning Applications page to assist in using Public Access <https://www.monmouthshire.gov.uk/planning/research-planning-history>

Noted

242 Consultations

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

242.1 Monmouthshire Adopted Local Development Plan (LDP) 2011-2021
Consultation on Draft Infill Development Supplementary Planning Guidance
<https://www.monmouthshire.gov.uk/planning-policy/planning-policy-current-consultations/>
(closing date 13th May2019)

Resolved: Members to submit any comments to the Clerk by 7.5.19 in order for a response to be collated and submitted.

242.2 Proposed Closure of Mounton House Special School
www.monmouthshire.gov.uk/statutoryconsultation (closing date 29th April 2019)

A Member referred to item 21 in the Correspondence Schedule which the Clerk duly read out.

Resolved: To respond to the consultation opposing the proposed closure of Mounton House Special School.

242.3 Consideration of proposals to amend the Public Audit (Wales) Act 2013
[consideration of proposals to amend the Public Audit \(Wales\) Act 2013](#)
(closing date 3 May 2019)

Resolved: Members to submit any comments to the Clerk by 24.4.19 in order for a response to be collated and submitted.

243 Projects

243.1 To receive Project Workshop Report and any subsequent feedback from Project Workshop held 25.3.19 and consider any recommendations/actions required

Councils approved the Project Workshop Report circulated with the agenda.

243.1a War Memorial

Resolved:

- To approve increased costs relating to the restoration works at £686.24.
- To approve quotation for hi-tension wires to secure wreaths to the memorial at a cost of £660.00.
- Clerk to obtain quotations for the hire of a Portaloos for the duration of the restoration works for consideration at Ordinary Meeting 13.5.19.

243.1b Commemorative Bench

It was noted that the Clerk had applied for the necessary Street Furniture licence from MCC

Resolved:

- Clerk and Mr P Wilson to meet with Newport Wrought Iron Works to confirm requirements for the bench prior to placing an official order.

243.1c Play Areas/Parks

It was noted that the Clerk had not yet contacted Undy AFC.

243.1d Benches

It was noted that MCC had commenced work this week to install plinths for 3 benches as previously requested but not subsequently confirmed.

Resolved:

- To approve, in principle the sponsorship of a memorial bench at the junction of Quarry Rise and Grange Road subject to the resident agreeing to the cost of the bench at £295.75 plus installation costs – to be confirmed.
- To refer the consideration of a Policy for the siting of memorial benches/planting of trees to the Project Workshop Group.
- To authorise the Project Workshop 9.4.19 to confirm final siting of 9 benches

243.1e Noticeboards

It was noted that all Estate Agents' signs had been removed from the bottom of Vinegar Hill.

Resolved:

- To accept the offer from Tony Raggett to repair council's noticeboards free of charge, subject to payment for cost of materials.

Cllr S Raggett declared an interest in this item as the wife of Tony Raggett.

243.1f Planters

Resolved:

- To obtain costs and approve R&R Site Services to fix window box type planters to Undy Pound walls
- To obtain costs and approve R&R Site Services to re-site three bin/drum planters from around Square to outside Wheatsheaf as agreed by MCC.
- To approve removal and write off of four square planters (which have concrete cancer) from War Memorial.
- To approve removal of four oblong planters from War Memorial and re-site at base of various noticeboards

243.1g Procurators House

Cllr A Boyland offered background information on the removal of Heras fencing and read out an email from Cadw to Cllr M Boyland, copied to the office in September 2018.

Resolved:

- To defer disposal of Heras fencing removed from around the Procurators House to Ordinary Meeting 13.5.19

244 To receive RoSPA Play Safety Annual Safety Inspection Reports for Councils play areas and agree the next steps

Council received the above inspection reports for its play areas. The Clerk advised that although ROSPA could not recommend companies to undertake remedial works they have supplied a list of API (Association of Play Industries) members.

Resolved: To obtain three quotations for remedial works identified in the RoSPA inspection report.

245 Clerk's Report and Update

245.1 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 March 2019, circulated with the agenda.

246 To consider a request from a resident for street lighting at Windy Ridge, Tump Lane (to note un-adopted lane)

Resolved: not to support the request for street lighting at Windy Ridge, Tump Lane but to refer the resident to Mr P Keeble, Traffic & Network Manager, Mon CC as the lane is used by school children as a route to Undy Primary School.

247 To Note Appreciation for Donations/Receipts

- a) Magor Marsh Wildlife Warriors - £1,000**
- b) St Mary's Churchyard, Magor - £500**
- c) St Mary's Churchyard, Undy - £500**
- d) Ready Steady Go - £500**
- e) 1st and 2nd Magor Brownies - £680**

Council noted the above appreciations for donations/receipts.

248 To Consider correspondence from N Whild re: flowers in Magor Square (attached)

Council considered a request for information regarding the flowers and planters around the Square.

Resolved: That Cllr G Cook explain council's stance in relation to flowers and planters around the Square to N Whild, in particular Council not permitting businesses to advertise on the planters.

Cllr G Cook declared an interest in this matter as a resident of the Square.

249 To Note Election in Elms Ward 16.5.19 - Notice of Election to be displayed in Noticeboard from 8.4.19

Noted

250 To receive an update on Business Contingency Planning – Cllr A Boyland to lead

Cllr A Boyland referred to a Business Continuity Plan to take into account circumstances where there might be a loss of resource i.e. absence of both the Clerk and Admin Assistant; loss of premises; software issues etc.

Resolved: To consider the creation of a Business Continuity Plan at an Extraordinary Meeting to be arranged.

251 Future Meeting Content

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

- Council workshop on IT/bespoke training
- Council's work plan – next 7 priorities
- Office accessibility
- One Voice Wales Items to be brought to the attention of council

252 To Note office closure for Easter: 19.4.19 – 23.4.19 (inc)

Noted

253 Meeting Dates

- a) Came & Co Insurance presentation: Tuesday 9th April 2019, 2.30pm at Magor Baptist Church
- b) Project Workshop: Tuesday 9th April 2019 – 7.30pm at Ebenezer Baptist Church
- c) Ordinary Meeting: Monday 13th May 2019, 7pm at Ebenezer Baptist Church Schoolroom
- d) Annual Meeting: Monday 20th May 2019, 7pm at Undy Church and Community Hall

254 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:

238.2 To adopt the minutes of Extraordinary Meeting held 4th April 2019

Resolved: to approve the minutes of Extraordinary Meeting held 4th April 2019 subject to the following amendment:

Page 2 Min 233.1 cont'd

... *Members reached a decision regarding repayment*

Insert *'The proposal was put to the member. The Member agreed'.*

a) Chair to sign the minutes

The chair refused to sign the minutes as she could not check them against her notes.

The meeting closed at 9.05pm

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Chair/Vice Chair