

MAGOR WITH UNDY COMMUNITY COUNCIL

Minutes of Ordinary Meeting of Magor with Undy Community Council held in Ebenezer Baptist Church School Room, Magor on Wednesday 13th May 2019 at 7pm

Councillors:	Cllr S Bailey, Cllr J Barrell, Cllr M Bisi (Chair), Cllr G Cook, Cllr J Crook, Cllr S Franklin, Cllr K Plow, Cllr S Raggett, Cllr J Wilson
In Attendance:	Beverly Cawley – Clerk, Alison Sandiford
Members of the Public:	3, County Cllrs Lisa Dymock and Frances Taylor
Apologies:	Cllr N Baicher, Cllr A Boyland, Cllr D James

In the absence of the Council's Chair and Vice Chair Cllr M Bisi was elected Chair for the meeting

Min 2018/19

265 Chair's Announcements

265.1 To receive and accept apologies for absence from Councillors

See above

The Chair referred to an email circulated to all members prior to the meeting requesting that Council consider the written representation of observations from Cllrs D James and A Boyland during their discussions under Minute 271 below

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

In the absence of the Chair there was no update.

266 Public Open Forum

266.1 County Councillor Lisa Dymock requested if Council would consider bringing forward agenda item 18 and support a community litter pick proposed for Saturday 15th June – See Min 268 below

266.2 Ms Dannielle Cadden thanked Cllr S Franklin for her efforts in planting flowers in The Square.

266.3 Ms Dannielle Cadden advised Council of a volunteering event being held on Saturday morning at Magor Primary School to paint the reception yard if anyone wished to assist.

266.4 Mr Peter Wilson requested when restoration works to the war memorial were due to commence. The Clerk clarified that planning permission had not yet been received from Monmouthshire County Council however it was anticipated that works would be complete in time for the proposed re-dedication of the war memorial. The Clerk was requested to advise Mr Wilson of the commencement date when notified.

266.5 County Cllr Frances Taylor expressed appreciation to Cllr S Franklin and requested if Council could consider a more planned approach to the planting of flowers in The Square in time for the 2020 Newport Marathon.

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

267.1 Cllr J Wilson declared an interest in Min 270.2 as a member of Royal British Legion
Cllr J Crook declared an interest in Min 276 as a shop owner in The Square

It was resolved to bring the following item forward on the agenda

- 268 To consider a request from County Councillors Frances Taylor and Lisa Dymock for a community litter pick – Saturday 18th May or 15th June**

Proceedings were suspended to allow County Councillor Frances Taylor to outline the request.

The Clerk clarified insurance requirements for the community event, including a register of all attendees and up to date Risk Assessments for each area to be covered. The Clerk also outlined available safety equipment but it was noted that Keep Wales Tidy would also provide any necessary equipment for the event.

RESOLVED: *To support a community litter pick from 10am – 12pm on Saturday 15th June 2019*

Cllr S Franklin offered prior apologies due to work commitments

269 Minutes

- 269.1 To adopt the minutes of Ordinary Meeting held 8th April 2019**

Resolved: To adopt the minutes of Ordinary Meeting held 8th April 2019

- a) Chair to sign the minutes**

The Chair signed the minutes

- 269.2 To adopt the minutes of Extraordinary Meeting held 29th April 2019**

Resolved: To adopt the minutes of Extraordinary Meeting held 29th April 2019

- a) Chair to sign the minutes**

The Chair signed the minutes

- 269.3 To adopt the minutes of Extraordinary Meeting held 1st May 2019**

Resolved: To adopt the minutes of Extraordinary Meeting held 1st May 2019

- a) Chair to sign the minutes**

The Chair signed the minutes

- 269.4 Chair to sign minutes of Extraordinary Meeting held 4th April 2019 adopted at Ordinary Meeting held 8th April 2019**

The Chair signed the minutes

270 Finance

- 270.1 To confirm the Bank Reconciliation of the Council's Bank Accounts to 30.4.19**

Resolved: To confirm the bank reconciliation of the Council's Bank Accounts to 30.4.19

- 270.2 To approve revised quotation of £850 for memorial bench due to increased galvanising costs**

Resolved: To approve the revised quotation of £850 for memorial bench.

270.3 To approve list of payments

PAYMENTS

Payee	Description	Net	VAT	Gross
Microshade Business Consultants	off-site data storage	87.90	17.58	£105.48
Natural Resources Wales	drainage fees	5.00		£5.00
GWT	Membership	36.00		£36.00
Pear Technology Services	IT package support & update	225.00	45.00	£270.00
Auditing Solutions Ltd	internal auditor	752.50	150.50	£903.00
Merlin Waste	dog bin maintenance	450.00		£450.00
B Cawley	expenses - postage	8.40		£8.40
SLCC Enterprises Ltd	delegate fee for joint conference	90.00	18.00	£108.00
SLCC Enterprises Ltd	delegate fee for joint conference	90.00	18.00	£108.00
Monmouthshire County Council	wheelie bin hire/collection	326.06		£326.06
SSE	festive lighting electrics	152.49	33.96	£186.45
Merlin Waste	dog bin maintenance	562.50		£562.50
Solutions IN Technology	telephony	108.98	21.80	£130.78
British Telecommunications	telephony	31.97	6.39	£38.36
Barclays Bank	commission	27.62		£27.62
SSE	Floodlighting Sycamore Sports Field	92.03	4.60	£96.63
staff salaries	various	4,555.67		£4,555.67
statutory payments	various	2810.21		£2,810.21
Bridewell Consulting	IT security support	425.00	85.00	£510.00
Llanvair Landscapes	clearance of allot s.6	280.00		£280.00
Microshade Business Consultants	Monthly cloud backup	87.90	17.58	£105.48
Chepstow Accountancy	wages admin	27.50		£27.50
Barclays Bank	commission	18.90		£18.90
British Telecom	telephony	28.97	5.79	£34.76
Torfaen CBC	secondary Pension payment	3,500.00		£3,500.00
National Non-Domestic	portakabin rates	631.20		£631.20
Solutions In Technology	telephony	109.52	21.90	£131.42
TOTAL INVOICES				£15,967.42

RECEIPTS

	Description	Gross
Barclays Bank	Loyalty Reward	£3.78
Monmouthshire County Council	Precept #1	£66,846.00
TOTAL RECEIPTS		£66,849.78

Resolved: To approve the list of payments

271 Annual Return/Internal Audit

271.1 To receive Internal Audit Report and consider recommendations

Council received the Internal Audit Report and considered the recommendations:

The Chair read out a joint personal representation statement from Cllr D James, Chair and Cllr A Boyland, Vice Chair in respect of the Internal Audit.

R1: The Council should nominate an independent (of the cheques signing process) member to review bank reconciliations periodically (Para 2.2 of the adopted Financial Regulations refers), that review being evidenced with the reviewer's initials / signature and date of review.

RESOLVED: *To defer this item to the Annual Meeting 20.5.19*

R2: Consideration should be given to rationalising the number of bank accounts in operation, thereby potentially generating a greater rate of interest return: the RBS software to be implemented in 2019-20 will give more than adequate scope for identification of sums set aside in specific earmarked reserves.

RESOLVED: *To close down individual fund accounts and transfer the funds to General Reserves*

R3: All contracts and official orders must only be instigated and signed by officers of the Council as stipulated in Section 10 of the Council's formally adopted Financial Regulations.

RESOLVED: *To note*

R4: All Council and Committee meetings of the Council should be conducted in accordance with the Council's governance arrangements and approved Terms of Reference for committees, with formal minutes prepared recording the discussions and resolutions arrived at.

RESOLVED: *To note*

R5: The level at which formal tender action is required should be reviewed and reduced to £25,000 in line with the requirements of the Public Contracts Regulations.

RESOLVED: *To note that the sum of £25,000 has been incorporated in the Council's Standing Orders and Financial Regulations due for adoption at the Annual Meeting 20.5.19*

R6: The Council should give formal consideration to the powers being relied on when approving grants and donations, only using the Section 137 or Power of Well Being when no other specific power exists. The Council should also note that it does not have powers to provide educational facilities.

RESOLVED: *To note*

R7: Consideration should be given to the acquisition of a suitably designed (as indicated in the body of the report) rubber certification stamp to be placed on each and every invoice/ supporting payment docket duly initialled by the Clerk and two members to evidence effective discharge of their fiduciary responsibilities.

RESOLVED: *To note the recent implementation of a paper docket to be attached to the front of each invoice and direct debit notice.*

R8: Consideration should be given to the quarterly preparation and submission of VAT reclaims.

RESOLVED: *To note the introduction of the RBS Finance package will enable easy print off of information required to undertake quarterly preparation and submission of VAT reclaims.*

R9: Risk registers should be subject to annual review, update (where appropriate) and formal re-adoption by the Council at least once annually.

RESOLVED: *To note risk registers are already in existence and reviewed by the office however, formal adoption by Council will be added to the agenda for Annual Meeting 20.5.19.*

R10: The Assistant Clerk should be provided with a formal contract of employment as soon as is practicable.

It was noted that 'Assistant Clerk' should read 'Admin Assistant'.

RESOLVED: *To circulate members with the SLCC/OVW model contract of employment, job description and initial advert for the post and Admin Assistant for consideration at the Ordinary Meeting scheduled for 10th June 2019*

R11: Consideration should be given to the establishment of a photographic register of street furniture and the like, together with an inventory of office equipment.

RESOLVED: *To note the office has already started to compile the above list.*

271.2 To receive Annual Return for the Year Ended 31 March 2019

The Chair read out a joint personal representation statement from Cllr D James, Chair and Cllr A Boyland, Vice Chair in respect of the Annual Return for Year ended March 2019.

The Clerk advised that the Annual Accounting statement for 2017/2018 had been sent off incorrectly last year and that the Wales Audit Office had advised her to 'restate' the correct figures for last year to enable completion of this year's figures as per the cash book etc.

RESOLVED: *To receive and adopt the Annual Return for Year Ended 31 March 2019 and note the restating of the Annual Accounting Statement for 2017/2018.*

271.3 To consider Annual Governance Statement (Parts 1/2) of Annual Return

The Chair read out a joint personal representation statement from Cllr D James, Chair and Cllr A Boyland, Vice Chair in respect of the Annual Governance Statement for Year ended March 2019.

RESOLVED: *To approve the Annual Governance Statement (Parts 1/2) of the Annual Return for the Year Ended 31 March 2019 as circulated together with the explanations for each 'no' response given.*

271.4 To approve and sign Annual Return for submission to External Audit by 30.06.2019

RESOLVED: *To approve the Annual Return and authorise Cllr Mario Bisi to sign it on behalf of Council on receipt from the Internal Auditor for submission to External Audit by 30.06.19.*

271.5 To consider purchase of Local Council Risk System (LCRS) Software at a cost of £110 + VAT as recommended by Internal Auditor

RESOLVED: *To purchase the LCRS Software at a cost of £110 + VAT*

272 Correspondence

272.1 To receive and consider miscellaneous correspondence set out in schedule

Cllr G Cook requested an electronic copy of correspondence 28.

273 Insurance Renewal

273.1 To note renewal of Council's insurance due 1.6.19. Council entered into a five-year agreement in 2017 which will expire on 1st June 2022. The insurance premium for the forthcoming year will be £2,044.42 under the existing agreement terms.

The Clerk advised that there were a few assets to add to the insurance which may incur an additional charge to the premium.

RESOLVED: *To add outstanding assets to Councils insurance and renew the policy for 2019/2020.*

RESOLVED: *To enquire about additional insurance cover for long-term sickness.*

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

274.1 Planning Applications Received

a) **DM/2018/01818 (amended):** Construction of a drive thru kiosk – Magor Motorway Service Area, Magor Interchange, Magor

RESOLVED: *To approve*

b) **DM/2019/00675:** Single storey extensions to both side and rear elevations with a vehicle canopy to front – Fairfield Cwrt, Main Road, Undy

RESOLVED: *To approve subject to neighbours' comments*

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

Noted

274.3 To note Planning Inspection Committee re: DM/2018/02053 – Green Acres, Vinegar Hill held 7.5.19

Noted

275 Consultations

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

i) Monmouthshire Adopted Local Development Plan (LDP) 2011-2021
Consultation on Revised Draft Affordable Housing Supplementary Planning Guidance

<https://www.monmouthshire.gov.uk/planning-policy/planning-policy-current-consultations/> (closing date 28th May 2019)

RESOLVED: Members to submit any comments to the Clerk by 21.5.19 in order for a response to be collated and submitted.

276 Projects

276.1 To receive Project Workshop Report and any subsequent feedback from Project Workshop held 9.4.19 and consider any recommendations/actions required (*attached*)

Council approved the Project Workshop Report circulated with the agenda.

RESOLVED:

- To re-site planters from War Memorial to under notice boards at Queens Gardens, Rockfield, Quarry Rise and Dancing Hill.
- For Members to advise the Clerk if they are available to cover sessions at the Pop Up Hub.
- To confirm date of 21st September 2019 for War Memorial re-dedication service.
- To arrange a Christmas Window competition for 2019 - interested Members to advise the Clerk.
- To approve Carol Service - Clerk to book date with churches and band.
- To arrange a meeting with shop owners to discuss enhancing the Square – Cllr S Franklin to lead on this*.
- To approve a Council stall at the 2020 May Fayre at an approximate cost of £40
- To enter the Best Kept Village competition if it is to run in 2019
- To support the planned litter pick - Min 268 above
- To meet with County Councillors Taylor and Dymock to discuss help with planned events.

276.2 To consider quotation from Willow Landscapes for summer bedding

Following the recent planting in The Square Cllr S Franklin advised that she had £60 left over from donations received from local shops and residents which could be used for the planters at Undy Pound and Chestnut Close.

A discussion ensued and it was considered that the quote from Willow Landscapes had now become defunct.

RESOLVED: To defer further discussion in this matter to Min 287.2 below

276.3 To consider arrangements for the watering of flowers (*b/f OM 10.9.18*)

The Clerk reminded Council of planters at Undy Pound and shortly outside the Wheatsheaf and the self-watering planter at the Procurators House.

RESOLVED: For Cllr S Franklin to take this matter to the meeting with shop owners – see Min 276.1* above.

Cllr J Crook declared an interest in Min 276 as a shop owner in The Square

277 Procurators House

277.1 To consider disposal of Heras fencing removed from around the Procurators House (b/f OM 8.4.19)

Council noted that following the removal from around the Procurators House the Heras fencing is currently being stored by a resident.

RESOLVED: *To donate the Heras fencing to the Magor with Undy Community Hub (MUCH) group*

Cllr S Raggett declared an interest in this item as a member of MUCH

278 To consider motions for One Voice Wales (OVW) 2019 Annual General Meeting

Council was reminded that any motions accepted for debate at the OVW AGM would need to be proposed in person at the AGM and seconded by another Council.

RESOLVED: To authorise Cllr K Plow to make enquiries with Caldicot Town Council about supporting a proposed motion at the OVW AGM to encourage younger persons into becoming town and community councillors and to submit the motion in writing for approval at the Ordinary Meeting on 10th June.

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

279 Footpaths/Rights of Way (attached)

279.1 To consider correspondence from Monmouthshire County Council re: Section 106 money to be spent on promoting and improving access opportunities for pedestrians, cyclists etc on public rights of way and other paths in and around Magor to benefit the community of Magor

The Chair advised that Mon CC is looking to update the four information boards that show local walks around the villages

1. Magor Square – next to notice board
2. Undy Pound – next to notice board
3. Quarry Rise – next to notice board
4. Vinegar Hill bus stop along from notice board

It was noted that these walks originally had supporting leaflets and it was suggested that Mon CC be requested to reproduce updated leaflets, to be made available at the Post Office.

RESOLVED: For the Clerk to meet with Mon CC on 22nd May to further discuss this matter and relay Council's request for updated leaflets.

Cllrs J Barrell and J Wilson offered to walk any proposed routes if required.

279.2 To consider correspondence from Living Levels Partnership requesting permission to update the information panel and possibly the noticeboard in Magor Square at no cost to Council.

It was noted that the Living Levels Partnership have some Lottery funding that they would like to use to update the information panel and the noticeboard in Magor Square and that they are also working with Mon CC re: Min 278.1 above.

RESOLVED: *To permit an update to the noticeboard and information board in The Square*

- 280 To consider correspondence from GAVO (Gwent Association of Voluntary Organisations) requesting support for its Monmouthshire Volunteer Achievement Awards to be held on 30th October 2019 at Cwrt Bleddyn Hotel & Spa**

RESOLVED: *Not to financially support the GAVO Monmouthshire Volunteer Achievement Awards 30.10.19*

Cllr M Bisi declared an interest in this item due to his involvement with voluntary Groups

- 281 To consider correspondence from Abergavenny Town Council re: dog waste bin emptying across Monmouthshire**

Council considered the above request to join a separate group to work with Mon CC regarding the emptying of dog bins.

RESOLVED: *Not to join a separate group to work with Mon CC regarding the emptying of dog bins at this time but to continue with Council's current arrangement.*

- 282 To receive correspondence from Monmouthshire County Council re: Civil Parking Enforcement (CPE)**

Council noted that Mon CC now has responsibility for enforcing most civil parking issues and has undertaken a full and extensive review of all restrictions to consider whether they are still necessary and appropriate and whether any works are required to ensure that they are legally compliant.

A discussion ensued regarding the illegal parking in The Square and the ineffective use of dialling 101 to report issues. Member requested how often visible Enforcement Officers will be present in Magor and Undy?

RESOLVED: *Members to submit any comments to the Clerk by 24.5.19 for onward submission to Mon CC.*

RESOLVED: *For the Clerk to request the frequency of visible Civil Enforcement Officers around Magor and Undy*

- 283 Clerk's Report and Update**

- 283.1 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 April, circulated with the agenda.

- 284 To note appreciation for donation/receipt for £500 from Magor and Undy Community Hub**

Noted

285 Future Meeting Content

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

- Business Contingency Plan – to Project Working Group
- Council’s next 7 priorities – to Project Working Group
- Signage – Litter and ‘No Dogs’
- Participation in OVW Annual Awards

286 Meeting Dates

- Annual Meeting: Monday 20th May 2019, 7pm at Undy Church and Community Hall
- Ordinary Meeting: Monday 10th June 2019, 7pm at Ebenezer Baptist Church School Room
- Project Workshop – 24th June 2019 – venue to be confirmed

287 RESOLVED: Exclusion of Press and Public - by virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public were 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:

287.1 To Consider Play Area quotations following ROSPA inspection

Council considered three quotations for repairs to its play areas.

***RESOLVED:** To accept quotation from Monmouthshire County Council for repairs to its play areas at a cost of £5,393.69 + VAT*

287.2 To consider quotation from Willow Landscapes for summer bedding

***RESOLVED:** To use the remaining £60 for planters at Undy Pound and Chestnut Close – see Min 276.2 above*

***RESOLVED:** For Cllr G Cook to contact Willow Landscapes to apologise for the inconvenience caused in relation to summer bedding and request an annual planting quotation commencing Autumn 2019*

The meeting closed at 9.40pm

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Chair/Vice Chair