

# MAGOR WITH UNDY COMMUNITY COUNCIL

## Minutes of Ordinary Meeting of Magor with Undy Community Council held in Ebenezer Baptist Church School Room on Monday 10<sup>th</sup> June 2019 at 7pm

<b>COUNCILLORS:</b>	Cllr N Baicher, Cllr S Bailey (Chair), Cllr J Barrell (left 9pm), Cllr M Bisi, Cllr G Cook, Cllr J Crook, Cllr K Plow, Cllr S Raggett, Cllr F Taylor (left 9pm) Cllr J Wilson
<b>IN ATTENDANCE:</b>	Beverly Cawley – Clerk, Alison Sandiford
<b>MEMBERS OF THE PUBLIC:</b>	7
<b>APOLOGIES:</b>	Cllr A Boyland, Cllr D James

Min 2019/20

### **13 Public Open Forum**

The Chair welcomed members of the public and local businesses who expressed concerns about the footfall in Magor Square and the lack of/inappropriate signposting to shops and businesses from the main road – *See Min 17 below*

### **14 Chair's Announcements**

The Chair welcomed Cllr Frances Taylor to Magor with Undy Community Council following an uncontested election in the Mill Ward.

#### **14.1 To receive and accept apologies for absence from Councillors – See above**

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

The Chair had attended One Voice Wales (OVW) training on Chaining Skills with other Councillors.

The Chair had also attended the 'Gwent Living Levels Revealed' Launch at the RSPB Newport Wetlands Centre where a bronze map and timeline of the Gwent Levels was revealed. Stands: Lint knapping, willow weaving and Black Rock Lave Net Fishermen with items they had found in the sand and mud. The Roman Museum for Caerleon was also there with casts of ancient footprints found in the mud including coins and pottery.

### **15 Declarations of interest in items on the agenda – Forms to be completed**

Cllr J Crook declared an item in Min 17 as a business in Magor Square  
Cllr S Raggett declared an interest in Min 23 as a member of MUCH

*Further declarations of interest to be identified under the relevant item*

### **16 Minutes**

#### **16.1 To adopt the minutes of Ordinary Meeting held 13<sup>th</sup> May 2019**

##### **a) Chair to sign the minutes**

The Minutes were adopted and duly signed by the Chair.

## **16.2 To adopt the minutes of Annual Meeting held 20<sup>th</sup> May 2019**

### **a) Chair to sign the minutes**

The Minutes were adopted and duly signed by the Chair.

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

## **17 Village Improvements**

### **17.1 To consider a request from a resident for improved signage to Magor Square**

Council considered correspondence from a resident requesting improved signage to Magor Square to encourage residents and visitors to support local businesses.

A discussion ensued and members expressed concerns about the decreased footfall to Magor Square, parking issues and vacant properties in a state of disrepair and reiterated the concerns raised in the public open forum.

The Clerk outlined previous discussions with Mon CC and attempts to encourage visitors to the area and ideas were put forward to promote this going forward. It was noted that Magor had been incorporated in to Mon CC's 'Visit Monmouthshire' website however it was suggested that as well as improved signage at entrances to each of the villages and additional signposting along the B4245 a specific 'Visit Magor and Undy' website could be set up to fully promote the villages.

**RESOLVED:** *To defer this item to the Project Workshop scheduled for on 24.6.19.*

The Chair extended an invitation to the members of the public and local business to attend and take part in the workshop which will be held at 7.15pm on 24.6.19 at Ebenezer Baptist Church.

Cllr M Bisi declared an interest in this item as the partner of the resident.

## **18 Finance**

### **18.1 To confirm the Bank Reconciliation of the Council's Bank Accounts to 31.5.19**

**RESOLVED:** *To confirm the Bank Reconciliation of the Council's Bank Accounts to 31.5.19*

### **18.2 To approve list of payments**

#### **PAYMENTS**

<b>Payee</b>	<b>Description</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
British Telecoms	telephony	31.97	6.39	£38.36
Barclays Bank	commission	17.05		£17.05
N Baicher	IRPW Determination 40	37.50		£37.50
S Bailey	IRPW Determination 40	37.50		£37.50
J Barrell	IRPW Determination 40	37.50		£37.50
M Bisi	IRPW Determination 40	37.50		£37.50
A Boyland	IRPW Determination 40	37.50		£37.50
G Cook	IRPW Determination 40	37.50		£37.50
J Crook	IRPW Determination 40	37.50		£37.50

S Franklin	IRPW Determination 40	25.00		£25.00
D James	IRPW Determination 40	37.50		£37.50
K Plow	IRPW Determination 40	37.50		£37.50
S Raggett	IRPW Determination 40	37.50		£37.50
J Wilson	IRPW Determination 40	37.50		£37.50
S Bailey	IRPW Determination 47	250.00		£250.00
G Cook	IRPW Determination 48	125.00		£125.00
S Raggett	IRPW Determination 41	125.00		£125.00
Merlin Waste	dog bin maintenance June	450.00		£450.00
Konica Minolta Bus Sols	print costs	207.86	41.57	£249.43
Konica Minolta Bus Sols	photocopier rental	99.15	19.83	£118.98
One Voice Wales	training fees 3/6	240.00		£240.00
Undy C&C Hall	hire 11/3,8/4,20/5	60.00		£60.00
Chepstow Accountancy	wages admin	27.50		£27.50
Zurich Municipal Insurance	insurance premium	2,044.42		£2,044.42
VARIOUS	Staff Salaries	4,697.48		£4,697.48
VARIOUS	Statutory deductions	2,741.61		£2,741.61
Microshade Business Sols	Off-site IT storage etc	87.90	17.58	£105.48
<b>TOTAL INVOICES</b>				<b>£11,727.81</b>
<b>RECEIPTS</b>				
	Description	Gross		
Barclays Bank	Barclays Bank loyalty reward	£5.53		
<b>TOTAL RECEIPTS</b>				<b>£5.53</b>

**RESOLVED:** To approve the list of payments

**18.3 To accept and sign grant offer letter from CADW in respect of Magor War Memorial**

Council welcomed a grant offer from CADW in respect of Magor War Memorial.

**RESOLVED:** Chair and Clerk to sign the grant offer from CADW

**18.4 To consider method of disposal of office paperwork/confidential waste to meet GDPR requirements and approve associated costs**

Council considered quotation for the disposal of office paperwork/confidential waste in order to comply with GDPR.

**RESOLVED:** To accept quotation from Restore Datashred for the disposal of confidential waste to be managed by the Clerk.

**18.5 To approve purchase of 10,000 dog waste bags at a cost of £180 + VAT**

**RESOLVED:** To approve purchase of dog waste bags at a cost of £180 + VAT

**18.6 To approve RBS finance training for Clerk & Admin Assistant at a cost of £275 + VAT plus an additional user annual support fee of £50**

**RESOLVED:** To approve RBS finance training for Clerk & Admin Assistant at a cost of £275 + VAT plus an additional user annual support fee of £50

**19 Correspondence**

**19.1 To receive and consider miscellaneous correspondence set out in schedule**

No issues

*Cllr G Cook took the chair for the following item:*

**20 Planning Committee**

**20.1 Planning Applications Received** <http://www.monmouthshire.gov.uk/planning>

Noted

**20.1.1 DM/2019/00608:** Proposed access path & retaining walls for disabled access to main house – Ashbury House Nursing Home, Green Moor Lane, Magor

**RESOLVED:** To note Mon CC approval of DM/2019/00608

**20.1.2 DM/2019/00851:** Laying of a hardstanding and construction of a single storey wooden outbuilding as an office/studio to enable working from home by the home owners – Faymar House, Elm Avenue, Undy

**RESOLVED:** To express Council's concerns regarding the proposed height of the building and the impact on the street scene.

**20.2 To note Mon CC weekly new and decided planning lists**

<https://www.monmouthshire.gov.uk/planning-3/weekly-planning-lists/>

Noted

**20.3 To note Approval of Listed Building Consent: 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**

Noted

**20.4 To note Mon CC Planning Committee Site Inspections 24.5.19**

Noted

**20.5 Section 257 – Town and Country Planning Act 1990**

**20.5.1 To note Notice of Public Path Diversion Order 2019**

**Mon CC: Public Footpaths Nos 24 Magor with Undy (Formally 24 Undy), 23 Rogiet (Formally 4 Llanfihangel Rogiet) and 24 Magor with Undy (Undy)**

Noted

*Cllr S Bailey resumed the chair*

## **21 One Voice Wales**

- 21.1 To approve motion for One Voice Wales 2019 Annual General Meeting (b/f OM 13.5.19)**  
*“With 30% of the population under the age of 25 years and only having probably less than 2% of the say in our democracy, we feel there should be more effort and support in attracting this age group, particularly the teens and above, into becoming town and community councillors particularly as there are many councils with unfulfilled positions on their respective councils. This should be done through One Voice Wales and the Welsh Assembly”*

*Council approved the above motion for submission to One Voice Wales 2019 AGM and noted Caldicot Town Council’s resolution to support the motion.*

**RESOLVED:** *To approve and submit the following motion to OVW for consideration at its 2019 AGM - “With 30% of the population under the age of 25 years and only having probably less than 2% of the say in our democracy, we feel there should be more effort and support in attracting this age group, particularly the teens and above, into becoming town and community councillors particularly as there are many councils with unfulfilled positions on their respective councils. This should be done through One Voice Wales and the Welsh Assembly”*

- 21.2 To consider representation at One Voice Wales’ Innovative Practice Conference - 10 July 2019 - Hafod a Hendre Royal Welsh Showground at a cost of £50 per delegate**

**RESOLVED:** *For Cllr K Plow to attend the OVW Innovative Practice Conference 10.7.19 at a cost of £50*

- 21.3 To nominate a representative to attend Monmouthshire/Newport Area Committee meeting – Thursday 18<sup>th</sup> July 2019, 7pm in the Sessions House Usk (b/f AM 20.5.19)**

**RESOLVED:** *To nominate Cllr S Raggett to attend the Monmouthshire/Newport Area Committee meeting 18.7.19*

## **22 Summer Playscheme**

- 22.1 To receive a report on the Collaborative Delivery of Summer Playschemes 2018 from Mon CC**

*Council received and discussed the report on 2018 Summer Playschemes in Caldicot and Magor.*

**RESOLVED:** *To request a financial breakdown from Mon CC on the running the play schemes in Severnside and circulate to Councillors.*

- 22.2 To consider financially supporting Summer Playscheme 2019**

*Council discussed financially supporting Summer Playscheme 2019. The Clerk clarified the budget for Local Youth Support Grants and Local School Support Grants.*

**RESOLVED:** *To vire funds of £4,000 from Local School Support Grants to Local Youth Support Grants and support Summer Playscheme 2019 in the sum of £4,000.*

**23 Magor with Undy Community Hub (MUCH) Duck Race – Saturday 23<sup>rd</sup> June 2019**

**23.1 To consider a request for assistance re: insurance for volunteers**

**RESOLVED:** *To financially support MUCH in the provision of insurance cover for volunteers as appropriate.*

Cllrs G Cook and S Raggett declared an interest in this item as members of MUCH.

**23.2 To consider a request to use the toilets in the portakabin**

**RESOLVED:** *To permit MUCH use of the toilets in the portakabin for the Duck Race 23.6.19*

Cllr S Raggett declared an interest in this item and took no part in the discussions other than to advise Council that she would personally monitor the toilet facilities during the event.

**24 VE Day 75 – Friday 8<sup>th</sup> May 2020**

**24.1 To consider an invitation from Bruno Peek, Pageantmaster to participate in VE Day 75 on 8<sup>th</sup> May 2020 to celebrate/commemorate the 75<sup>th</sup> anniversary of the end of WW2 in Europe**

Council agreed in principle to accept an invitation to participate in VE Day 75 and noted that the early May Bank Holiday had been moved to Friday 8<sup>th</sup> May 2020.

**RESOLVED:** *To defer this item to the Project Workshop scheduled for 22.7.19*

**25 Common-y-Coed Plantation**

**25.1 To receive a report from the Clerk and consider appointment of an arboriculturalist to undertake a survey and full condition report**

Council accepted the Clerk's report on Common-y-Coed Plantation trees.

A discussion ensued re: Council owned trees and it was recommended that Council undertake a full survey of all its trees.

**RESOLVED:** *To appoint an arboriculturalist to undertake a survey and full condition report of all Council owned trees.*

Cllr G Cook advised Council of a local Mon CC/Newport CC approved arboriculturalist and will forward contact details to the Clerk.

**26 Reports**

*The List of Committees, Working Groups and Outside Bodies 2019-2020 and Schedule of Meetings to December 2019 were circulated to members at the meeting.*

**26.1 To receive the Clerk's Report and Update in respect of on-going issues and agree any actions**

Council approved an update provided by the Clerk in relation to repairs and costs for works undertaken to the portakabin.

Following confirmation that confidential documents had not been deposited with the office as previously requested by Council, the Clerk was instructed to write again to the former Chair and Vice Chair of Admin & Personnel Committee. A Member stated that under GDPR Council had a duty to report any potential breaches to the Information Commissioner's Office within 72 hours. The Clerk was instructed to report the issue if documents were not returned.

The Clerk was further instructed to email all Councillors to request that any 'pink papers' not already destroyed are returned to the office for shredding.

**RESOLVED:** To approve the Clerk's Report and Update for May

**26.2 To receive reports from Council's representatives on External Bodies**

- Cllrs N Baicher, S Bailey, G Cook and S Raggett had attended OVW Charing Skills training 3.6.19.
- Cllr M Bisi advised the next meeting of Magor Church in Wales Primary School Governing Body will be the AGM on 4<sup>th</sup> July.
- Cllr G Cook advised that GRIP (Governance for Railway Investment) stage 3 (*Option Selection – assesses potential options and selects the most appropriate one to deliver stakeholders' requirements*) was progressing in relation to Magor railway station and that the BBC will be filming on site on the morning of Wednesday 12.6.19.
- Cllr F Taylor clarified Welsh Government's (WG) position not to support the proposed M4 relief road but they would be looking at alternative measures including supporting Magor station. Cllr Taylor also stated that WG and Mon CC had declared a Climate Emergency.

**27 To note Casual Vacancy – Elms Ward**

Noted

**27.1 To appoint a representative to Human Resources (HR) Committee**

**RESOLVED:** To appoint Cllr Frances Taylor to Human Resources (HR) Committee

**27.2 To appoint a representative to Undy AFC**

**RESOLVED:** To appoint Cllr Sally Raggett to Undy AFC

**27.3 To consider arrangements for meeting with businesses in The Square**

**RESOLVED:** To defer this to the Workshop Project Group scheduled for 24<sup>th</sup> June 2019 – see Min 17 above

**28 Future Meeting Content**

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

- Review of Council's policies (b/f AM 20.5.19)
- Consideration of supporting Mon CC/WG's Climate Emergency

**29 Meeting Dates**

- Planning Committee - Monday 24<sup>th</sup> June, 7pm at Ebenezer Baptist Church School Room
- Project Workshop – Monday 24<sup>th</sup> June 7.15pm following Planning Committee above
- Ordinary Meeting: Monday 8<sup>th</sup> July 2019, 7pm at Ebenezer Baptist Church Schoolroom

**30 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:**

**30.1 To consider and agree Contract of Employment and Job Description for Admin Assistant**

**RESOLVED:** *To accept the Contract of Employment for Admin Assistant and to convene a meeting of the Human Resources (HR) Committee at 6pm on Monday 8<sup>th</sup> July 2019 with delegated powers to agree the Job Description to be issued with the Contract of Employment*

The meeting closed at 9.20pm

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Chair/Vice Chair