

MAGOR WITH UNDY COMMUNITY COUNCIL
Minutes of Ordinary Meeting of Magor with Undy Community Council held in Ebenezer Baptist
Church School Room on Monday 9th September 2019 at 7pm

COUNCILLORS:	Cllr N Baicher, Cllr S Bailey (Chair), Cllr M Bisi, Cllr G Cook, Cllr J Crook, Cllr F Taylor, Cllr J Wilson
IN ATTENDANCE:	Beverly Cawley – Clerk, Alison Sandiford
MEMBERS OF THE PUBLIC:	3
APOLOGIES:	Cllr A Boyland, Cllr C Hopkins, Cllr D James, Cllr K Plow, Cllr S Raggett, Cllr A Zagozda

Min 2019/20

048 Public Open Forum

A resident expressed concerns of excessive noise levels arising from Undy Football Club. The Chair thanked the resident for reporting the issue and advised that the Clerk would provide them with contact details for Mon CC's Environmental Health Officer following the meeting.

049 Chair's Announcements

049.1 To receive and accept apologies for absence from Councillors – see above

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

- July and August Community Hub at Baptist Church.
- Severnside Area Cluster Group at Caldicot Library with clerk and Cllr Plow.
- Gwent Wildlife Trust & the Living Levels 'Life on Marsh' event at Magor Marsh.

050 Declarations of interest in items on the agenda

Cllr J Wilson declared an interest in Min 052.6 as a member of Royal British Legion.

Cllr J Crook declared an interest in Min 061.1 as a neighbour to the resident.

Cllr G Crook declared an interest in Planning application DM/2019/01288 as a neighbour.

The Clerk declared an interest in Planning application DM/2019/01323 as a neighbour.

051 Minutes

051.1 To adopt the minutes of Human Resources Committee meeting held 8th July

051.1 a Chair to sign the minutes

RESOLVED: to adopt the minutes of HR Committee 8.7.19, duly signed by the Chair.

051.2 To adopt the minutes of Ordinary Meeting held 8th July 2019

051.2 a Chair to sign the minutes

RESOLVED: to adopt the minutes of Ordinary Meeting 8.7.19, duly signed by the Chair.

051.3 To note Planning Committee 22nd July 2019 inquorate.

Noted

051.4 To adopt the minutes of Planning Committee 12th August 2019

051.4 a Chair to sign the minutes

RESOLVED: To adopt the minutes of Planning Committee 12.8.19, duly signed by the Chair.

052 Finance

052.1 To confirm the Bank Reconciliation of the Council's Bank Accounts to 31.8.19.

RESOLVED: To confirm the Bank Reconciliation of the Council's Bank Accounts to 31.8.19.

052.2 To consider correspondence from Monmouthshire County Citizens Advice and approve release of £2,000 as set aside in 2019/20 budget.

Council considered a request for financial assistance and Stakeholder newsletter April – June 2019 from Monmouthshire County Citizens Advice.

RESOLVED: to release £2,000 to Monmouthshire County Citizens Advice as set aside in 2019/20 budget [LGA 1972, S142(2a)] and to review its donation for 2020/21 at the Budget Workshop in October.

052.3 To approve upgrade from single user licence to 2 users for RBS finance package at an additional cost of £48 + VAT per year.

RESOLVED: to approve RBS upgrade to 2 users at an additional cost of £48 per year.

052.4 To confirm Cllr K Plow as cheque signatory omitted from OM 10.6.19 minutes.

RESOLVED: to confirm Cllr K Plow as cheque signatory from 10.6.19.

052.5 To approve attendance of OVW representative at Annual Conference and AGM 5.10.19 at a cost of £90.

RESOLVED: to approve attendance at OVW Annual Conference and AGM for Cllr K Plow plus any other interested members at a cost of £90 per delegate.

052.6 To confirm donation of £70 to Royal British Legion for community wreath – Type G.

RESOLVED: to donate £70 to Royal British Legion for a Type G community wreath for Remembrance Day 2019 [LGA 1972, s137]

052.7 To approve list of payments
PAYMENTS

Payee	Description	Net	VAT	Gross
Various	Staff Salaries	4,684.74		£4,684.74
Various	Statutory deductions	2,785.81		£2,785.81
Chepstow Accountancy	wages admin	27.50		£27.50
Solutions In Technology	telephony	108.98	21.80	£130.78
MUCH	insurance contribution	100.00		£100.00
PWLB	loan repayment	5,415.68		£5,415.68
Various	Staff Salaries	4,876.65		£4,876.65
Various	Statutory deductions	2,788.21		£2,788.21
Chepstow Accountancy	wages admin	27.50		£27.50
Solutions In Technology	telephony	139.06	27.81	£166.87
British Telecoms	telephony	31.97	6.39	£38.36
SWALEC	floodlighting	89.59	4.47	£94.06
Barclays Bank	commission	17.95		£17.95

Imperative Training	DefibShop - cabinet	419.00	83.80	£502.80
Restore Datashred	confidential waste	94.00	18.80	£112.80
Konica Minolta	copy costs	127.97	25.90	£153.87
Viking Direct	stationery & chairs	167.72	21.34	£189.06
Viking Direct	cupboard	171.96	34.39	£206.35
Llanvair Landscapes	allotment clearances at Undy & Greenmoor	1,000.00		£1,000.00
Rialtus Business Solutions	training fees	275.00	55.00	£330.00
Microshade Business Solutions	off-site data backup	94.90	18.98	£113.88
Merlin Waste	dog bin maintenance	450.00		£450.00
Vision ICT	office email annual fee	36.00	7.20	£43.20
Treecare Consulting	Tree survey	240.00	48.00	£288.00
Mon CC	wheelie bin	300.43		£300.43
Barclays Bank	commission	26.30		£26.30
British Telecoms	telephony	31.97	6.39	£38.36
Konica Minolta	rental	99.15	19.83	£118.98
A Sandiford	mileage	57.90		£57.90
Merlin Waste	dog bin maintenance	562.50		£562.50
K Plow	mileage	74.39		£74.39
Microshade Business Solutions	off-site data backup	94.90	18.98	£113.88
TOTAL INVOICES				£18,107.98

RECEIPTS

	Description	Gross
Barclays Bank	Loyalty Award	3.59
Various	Allotment Rents	202.00
Magor RFC	electricity tokens re floodlighting	20.00
Monmouthshire County Council	Precept #2	66,847.00
TOTAL RECEIPTS		£67,072.59

RESOLVED: to approve the list of payments

052.8 a Patient's Voice

An outline of anticipated income and expenditure for 2019/20 was circulated at the meeting.

RESOLVED: to donate £500 to Patient's Voice [LGA 1972, s137]

Cllr N Baicher declared an interest in this item as a member of Patient's Voice.

052.8 b Wales Air Ambulance

RESOLVED: to defer this item pending more specific details from Wales Air Ambulance.

052.8 c Urdd National Eisteddfod

RESOLVED: Not to donate to Urdd National Eisteddfod

052.8 d Bobath Children's Therapy Centre Wales

RESOLVED: *Not to donate to Bobath Children's Therapy Centre Wales.*

052.8 e Homemakers Community Recycling

RESOLVED: *Not to donate to Homemakers Community Recycling.*

053 Correspondence

053.1 To receive and consider miscellaneous correspondence set out in schedule.

There were no issues raised

Gllr G Cook took the chair for the following item:

054 Planning Committee

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

054.1 a **DM/2019/01036:** Side and rear extension – 8 Bridewell Gardens, Undy

RESOLVED: to note subsequent approval by Mon CC

054.1 b **DM/2019/01249:** Rear single storey extension and side single storey extension – 25 Badgers Walk, Undy

RESOLVED: to approve

054.1 c **DM/2019/01250:** Rear single storey extension – 35 Cowleaze, Magor

RESOLVED: to approve

054.1 d **DM/2019/01270:** Extension to front and porch and two storey extension to rear with balcony and extension to existing garage – 1 The Orchard, Church Road, Undy

RESOLVED: to approve

054.1 e **DM/2019/01288:** Proposed change of use from holiday let to office – Magor House, The Square, Magor

RESOLVED: to approve

Cllr G Cook declared an interest in this item as a neighbour

054.1 f **DM/2019/01323:** Small wooden shelter for one equine and associated paraphernalia – Holly Cottage, Bencroft Lane, Common Y Coed, Magor

RESOLVED: to approve

The Clerk declared an interest in this item as a neighbour

054.1 g **DM/2019/01334:** Demolition of existing outhouse, construction of rear single storey extension and first floor side extension over existing. Porch extension to front – Westbourne, Vinegar Hill, Undy

RESOLVED: to approve

054.1 h **DM/2019/01337:** Single storey rear extension – 7 Briar Close, Undy

RESOLVED: to approve

- 054.2 To note 'Publicity and Consultation before applying for Planning Permission Notice Under Articles 2C & 2D': AB InBev UK Ltd - intention to submit a planning application to Mon CC for proposed warehouse development.

The Clerk outlined the new pre-consultation process in respect of larger planning applications to be submitted to Mon CC and advised that papers in relation to AB InBev UK Ltd are available to view at the Community Council office.

Council reiterated its concerns regarding lorries queuing along the A4810 blocking the entrance to Llandeenny and the impact on the landscape as a result of felled trees.

RESOLVED: *to arrange a meeting with InBev to discuss Council's concerns.*

- 054.3 To note Mon CC planning site meetings

Noted

- 054.4 To note Mon CC weekly new and decided planning lists

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

Noted

Cllr S Bailey resumed the chair

055 Allotments

- 055.1 To arrange a site visit of Council's allotments in preparation for 2020/21 budget.

Council recognised its duty as landlords to maintain the allotment sites. The Clerk referred to the necessity for regular health and safety site visits of all sites in order to address any issues as they arise.

RESOLVED: *to defer a site visit of its allotment sites until after the allotment workshop scheduled for Monday 23rd September.*

- 055.2 To consider hire of skip for Undy allotment site.

The Clerk advised that the recent clearance of vegetation overgrowth on allotment plots had uncovered debris which required removal from Undy and Greenmoor Lane allotment sites.

RESOLVED: *to hire a skip for Undy and Greenmoor Lane allotments sites at £200 + vat per site plus the services of a mini-digger to clear fly tipping at Greenmoor Lane [SH&A Act 1908, s23]*

056 Consultations

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

- 056.1 The Draft National Strategy for Flood and Coastal Erosion Risk Management in Wales

<https://gov.wales/sites/default/files/consultations/2019-06/consultation-document-flooding-strategy.pdf> (closing date 16.9.19)

RESOLVED: *Members to submit any comments to the Clerk by 13.9.19 in order for a response to be collated and submitted.*

- 056.2 Major spatial planning survey <https://bit.ly/31JW4IK> (closing date 30.9.19)
RESOLVED: *Members to submit any comments to the Clerk by 23.9.19 in order for a response to be collated and submitted.*
- 056.3 Welsh Government National Development Framework for Wales
<https://gov.wales/draft-national-development-framework> (closing date 1.11.19)
RESOLVED: *Members to submit any comments to the Clerk by 23.9.19 in order for a response to be collated and submitted.*
- 056.4 To note invitation to community open day for solar park plans being held at Redwick Village Hall, Church Row, Redwick on Wednesday 11th September 2019 between 1pm and 7pm.
 Noted
- 057 Projects**
- 057.1 To receive Project Workshop Reports and any subsequent feedback from Project Workshops held 22.7.19 and 12.8.19 and consider any recommendations/actions required.
RESOLVED: *to approve the Project Workshop Reports for 22.7.19 and 12.8.19.*
- 057.2 Planters
- 057.2 a To consider final siting of planters gifted from Mon CC.
 The Clerk advised Council will need to apply to Mon CC for street furniture license for the proposed sites.
RESOLVED: *that subject to permission from Mon CC the planters are sited as follows:*
 - 1 adjacent to Be Glitz
 - 3 outside Magor Post Office
 - 3 on Redwick Road at the junction with B4245
 - 3 at Rockfield near bus stop
- 057.2 b To consider planting and maintenance arrangements for the above planters.
RESOLVED: *that Cllr G Cook request quotation from Willow Landscapes for consideration at the budget workshop in October.*
- 057.2 c To ratify decision by Chair and Clerk that Willow Landscapes undertake watering of planters at approximately £27 per visit as required.
RESOLVED: *to ratify the watering of planters at a cost of approximately £27 per visit.*
- 057.3 Procurators House
- 057.3 a To consider commissioning an architect to undertake a new Quinquennial report and draw up a works specification to assist in tendering for any required works.
RESOLVED: *to employ the services of an architect to undertake a quinquennial report and draw up a works specification on the procurators house.*
- 058 War Memorial Re-Dedication Service – Saturday 21st September 2019 at 10.30am**
- 058.1 To note correspondence from Magor Coffee Co and Magor Post Office.

Council noted objections to the date and time for the re-dedication service from Magor Coffee Co, Magor Post Office and a resident of Magor Square.

A discussion ensued and it was noted that the service would be taking place exactly 95 years to the date of the original dedication of the War Memorial. The Clerk advised that the pavements would be kept clear for access to the businesses, which would be open as usual during the service.

RESOLVED:

- *to acknowledge Magor Coffee Co and Magor Post Office.*
- *to advertise on Council's Facebook page and website that businesses in Magor Square will be open as usual during the re-dedication service and erect/display signs to this effect on the day.*

058.2 To receive feedback on preparations and agree any actions required.

The Chair outlined the preparations for the re-dedication service and stated she will be donating £100 to the Baptist Church's chosen charity out of her Chair's allowance for undertaking light refreshments following the Service.

RESOLVED: *to cover the costs of refreshments following the re-dedication service and to provide a suitable donation for the church's chosen charity [LGA 1972, s137].*

059 Living Levels Landscape Partnership

059.1 To consider grant funding to purchase up to £2,500 of equipment or goods to support and facilitate community life and access to local heritage.

Council noted the offer of £2,500 grant is available for both villages and it was requested if drone footage for the new Welcome to Magor and Undy website could be considered.

RESOLVED: *to defer this item to Ordinary Meeting 14.10.19.*

060 Councillor Email Addresses

060.1 To note a request from two Councillors that they be exempt from using their dedicated Council email address. A Council decision is required.

A discussion ensued and members reiterated Council's decision to set up dedicated email addresses for Councillors in order to comply with General Data Protection Regulations (GDPR).

RESOLVED: *that all electronic correspondence must be conducted via the dedicated email addresses for Councillors.*

061 Residents' Concerns

061.1 To consider correspondence re: noise pollution at Undy Football Club.

Council considered the comments made by the resident in the Public Open Forum.

A discussion ensued and it was stated that car parking on match days and during events spilled out into Whitehall Gardens and along the Causeway.

RESOLVED: *to arrange a meeting with Undy AFC to relay Council's concerns of noise pollution and car parking.*

Cllr J Crook declared an interest in this item as sponsor of Undy AFC and a neighbour of the resident.

061.2 To consider correspondence re: speeding on B4245

Council noted correspondence from a resident regarding speeding on the B4245 and that the issue has been raised with Mon CC and Go-Safe. It was stated that Magor Crime Prevention Panel were also monitoring the issue.

RESOLVED:

- *to support the resident and write to Mon CC and Go Safe with Council's concerns.*
- *to bring the issue up at the next Severnside Area Committee meeting.*
- *to request updated information from Magor CPP.*

062 Trees

062.1 To Receive tree overview and management recommendations report following recent inspection of Council's trees and agree any actions.

RESOLVED: *to accept the tree report from Treecare Consulting and obtain quotations for recommended works.*

063 Reports

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

The Clerk advised that funds have been received from Mon CC for the refurbishment of the tennis courts and that Cabinet has approved the grant of £5,000 for the walk leaflets and interpretation board in Magor Square.

RESOLVED: *to approve the Clerk's Report and update.*

063.2 To receive reports from Council's representatives on External Bodies and agree any action.

063.2 a Cllr K Plow

b Cllr John Crook - circulated at the meeting

RESOLVED: *to accept reports from Cllrs K Plow and J Crook*

064 Future Meeting Content

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

- Bench for Redwick Road – budget workshop in October
- VE Day, 8th May 2020
- Mon CC Local Development Plan (LDP)

065 Meeting Dates

065.1 a Planning Committee - Monday 23rd September 2019, 7pm at Ebenezer Baptist Church Schoolroom

- b Allotment holders meeting – Monday 23rd September 2019, 7.15pm at Ebenezer Baptist Church Schoolroom
- c Ordinary Meeting – Monday 14th October 2019, 7pm at Ebenezer Baptist Church

066 **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:**

066.1 To consider quotations for Christmas lights

Council considered quotations for Christmas lights. It was noted that although four quotations had been requested only two companies had responded. The Clerk was requested to obtain a third quotation, if possible to satisfy its Financial Regulations.

RESOLVED: to approve expenditure for Christmas lighting at a cost of £8,125 to include hire, installation and dismantle of lights from City Illuminations and associated works to allow for additional column lighting [LGA 1972, s144].

066.2 To receive an update re: Confidential papers

The Chair updated Council in this matter.

RESOLVED: that the Chair pursue any outstanding documents for audit purposes.

MEETING CLOSED AT 9.30PM

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Chair/Vice Chair