

MAGOR WITH UNDY COMMUNITY COUNCIL

Minutes of Ordinary Meeting of Magor with Undy Community Council held in Ebenezer Baptist Church School Room on Monday 14th October 2019 at 7pm

COUNCILLORS:	Cllr N Baicher, Cllr M Bisi, Cllr G Cook (Chair), Cllr J Crook, Cllr C Hopkins, Cllr D James (left 8pm), Cllr K Plow, Cllr S Raggett, Cllr F Taylor (left 8pm), Cllr J Wilson, Cllr A Zagozda
IN ATTENDANCE:	Beverly Cawley – Clerk, Alison Sandiford
MEMBERS OF THE PUBLIC:	2; County Councillor Lisa Dymock (left 7.30pm),
APOLOGIES:	Cllr S Bailey, Cllr A Boyland

The Chair welcomed newly appointed Councillors Carole Hopkins and Andrew Zagozda.

Min 2019/20

67 To Receive presentation from David Flint, Caldicot Food Bank

The Chair welcomed David Flint to the meeting who gave a short presentation and responded to Members' questions in relation to the Caldicot Food Bank.

68 Public Open Forum

- 68.1 A resident requested when the play park at Sycamore Terrace was going to be updated. The Chair advised the resident that essential maintenance works had recently been carried out at the play park, however Council will be considering refurbishment of its play parks at its November workshop scheduled for 25.11.19. The chair invited the resident to attend the workshop.
- 68.2 County Councillor Lisa Dymock outlined her request (agenda item 10.1) to site 5 hand-made dog waste bag holders in the Elms Ward at no cost to Magor with Undy Community Council. Cllr Dymock stated she had obtained all the necessary permissions from Mon CC and would arrange for the installation and monitoring of the holders if her request was supported. Cllr Dymock also agreed to donate 1 holder for installation in West End, Magor.

69 Chair's Announcements

- 69.1 To receive and accept apologies for absence from Councillors – see above.
- 69.2 To receive any update and feedback on Chair's attendance at outside events/functions.
- The Chair advised the War Memorial re-dedication Service in Magor Square was well attended by around 300 people including the Lord-Lieutenant of Gwent, dignitaries from Mon CC and local Community Councils as well as the Royal British Legion, uniformed organisations, Severn Tunnel Band, Serenata Ladies Choir and local residents.

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

None

71 Minutes

- 71.1 To adopt the minutes of Ordinary Meeting held 9th September 2019.
- a) Chair to sign the minutes

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

71.2 To note Planning Committee 23rd September 2019 inquorate.

The Chair urged Members to make every effort to attend Planning Committee meetings.

72 Finance

72.1 To confirm the Bank Reconciliation of the Council's Bank Accounts to 30.9.19.

RESOLVED: *to confirm the Bank Reconciliation of the Council's Bank Accounts to 30.9.19.*

72.2 To receive Financial Comparison 1.4.19 – 30.9.19.

The Clerk outlined Council's financial comparison and responded to Members' questions.

RESOLVED:

- *to authorise Human Resources (HR) Committee to consider an additional litter picker.*
- *to approve Financial Comparison 1.4.19 – 30.9.19.*

72.3 To approve list of payments.

PAYMENTS

Payee	Description	Net	VAT	Gross
War Memorial Restoration Co	restoration works	15,520.99	3,104.20	£18,625.19
Newport Wrought Ironwork	commemorative bench	850.00		£850.00
Mon CC	Sycamore Play Park rent	60.00		£60.00
Mon CC	Undy Play Park rent	60.00		£60.00
Mon CC	Sycamore Allotment rent	45.00		£45.00
Patient's Voice	grant	500.00		£500.00
One Voice Wales	conference fees	90.00		£90.00
Mon County Citizens Advice	grant	2,000.00		£2,000.00
Viking Direct	stationery	59.79	11.96	£71.75
B Cawley	expenses (barriers)	97.45	19.48	£116.93
A Boyland	remuneration	37.50		£37.50
M Bisi	remuneration	37.50		£37.50
A Zagozda	remuneration	37.50		£37.50
D James	remuneration	37.50		£37.50
S Raggett	remuneration	162.50		£162.50
J Wilson	remuneration	37.50		£37.50
N Baicher	remuneration	37.50		£37.50
F Taylor	remuneration	37.50		£37.50
G Cook	remuneration	162.50		£162.50
K Plow	remuneration	37.50		£37.50
S Bailey	remuneration	287.50		£287.50
C Hopkins	remuneration	37.50		£37.50
Vision ICT	new website design fees	1,000.00	200.00	£1,200.00
Barclays Bank	commission	29.85		£29.85
Restore Datashred	confidential destruction	48.00	9.60	£57.60
Restore Datashred	quarterly Duty of Care fee	17.45	3.49	£20.94
TOTAL INVOICES				£24,677.26

RECEIPTS

	Description	Gross
Barclays Bank	Loyalty reward	5.26
Mon CC	s.106 grant	73,000.00
various	allotment rents	216.00
WPD	wayleave	£5.22
TOTAL RECEIPTS		£73,226.48

RESOLVED: to approve the list of payments.

- 72.4 To consider donation to Wales Air Ambulance to enable it to extend its operating hours beyond 12 hours per day, 7 days a week, 365 days a year (b/f OM 9.9.19).

Council considered a donation to Wales Air Ambulance.

RESOLVED: to donate £1,000 to Wales Air Ambulance.

- 72.5 To confirm donation amount to Ebenezer Baptist Church for refreshments following re-dedication service 23.9.19 – OM 9.9.19 Min 58.2 refers.

Council expressed its appreciation to Ebenezer Baptist Church for supplying the refreshments.

RESOLVED: to donate £100 to Ebenezer Baptist Church.

73 Correspondence

- 73.1 To receive and consider miscellaneous correspondence set out in the schedule attached.

No issues

74 Planning Committee

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

a) **DM/2019/01475:** Porch extension to front elevation – 3 Windsor Drive, Magor

RESOLVED: to approve

b) **DM/2019/01568:** Barn conversion – Coeden Barn, Great House Farm, The Elm to Bridgend Farm, Undy

RESOLVED: to approve

- 74.2 To consider temporary footpath closure extension of public footpaths Nos. 24 Magor with Undy (formally 24 Undy), 23 Rogiet (formally 4 Llanfihangel, Rogiet) and 24 Magor with Undy (Undy)

RESOLVED: to approve

- 74.3 To note extension to the 30mph speed limit within Llandeenny.

Noted

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

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

Noted

75 Allotments

75.1 To receive Project Workshop Report and consider any recommendations/actions required.

RESOLVED: *to approve the Project Workshop Report*

75.2 To consider correspondence from an allotment plot holder re: security at Undy allotments and agree any recommendations/actions required.

The Chair stated he had requested this correspondence be added to the agenda as the tenant had not received an official response since submitting his letter back in May 2018.

A discussion ensued and it was stated that Council was not responsible for tenants' belongings and that thefts of any kind should be reported directly to the Police. It was however noted that local County Councillors were negotiating the installation of a footpath from Undy to Rogiet which would hopefully incorporate realignment of the allotment gate. Following this Council would be in a position to re-address access to the allotment site.

Members were also advised that a closed Facebook page had been set up by tenants to which all allotment plot holders in Magor and Undy allotments were invited to join.

RESOLVED:

- *to acknowledge the correspondence.*
- *to write to all allotment tenants to advise them of the Facebook page and encourage them to join.*

75.3 To consider correspondence from an allotment plot holder re: bees and agree any recommendations/actions required

Council considered correspondence expressing concerns of bees being kept at Undy allotments. Following a discussion in this matter and taking in to account Council's Tenancy Agreement, which does not prohibit the keeping of bees and the fact that the tenant meets the recommendations of both the Bee Keepers Association and the National Allotment Society, Members supported the responsible keeping of bees on its allotments.

RESOLVED: *to note the concerns of the plot holder but advise them that Council supports the responsible keeping of bees on its allotments.*

76 Consultations

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

76.1 Aneurin Bevan UHB 'Building a Healthier Gwent' <https://www.smartsurvey.co.uk/s/RCz81/>

RESOLVED: *to note the above survey, which Members were encouraged to complete.*

76.2 Mon CC Climate Emergency (closing date 24.10.19)

[https://democracy.monmouthshire.gov.uk/documents/s22468/Climate%20and%20Decarboniation Draft%20Response_v0.6.pdf](https://democracy.monmouthshire.gov.uk/documents/s22468/Climate%20and%20Decarboniation%20Draft%20Response_v0.6.pdf)

RESOLVED: *Members to submit any comments to the Clerk by 19.10.19 in order for a response to be collated and submitted.*

76.3 Mon CC Draft Countryside Access Improvement Plan (closing date 26.11.19).

<https://www.monmouthshire.gov.uk/rights-of-way-improvement-plan-rowip/>

RESOLVED: *Members to submit any comments to the Clerk by 9.11.19 in order for a response to be collated and submitted.*

77 County Councillor Issues

- 77.1 To consider correspondence from County Councillor Lisa Dymock re: siting of dog waste bag holders in the Elms Ward – *See Min 68.2 above.*

RESOLVED: *to support Cllr Dymock's request to site 5 dog waste bag holders in the Elms Ward and 1 in West End, Magor on a 3 months' trial subject to the Council's litter pickers agreeing to restock the bag holders as required.*

- 77.2 To note copy correspondence from County Councillor Frances Taylor to Welsh Assembly Government re: land in and around Magor/Undy compulsory purchased or safeguarded for M4.

Noted

78 Living Levels Landscape Partnership (b/f OM 9.9.19)

- 78.1 To consider the offer of grant funding to purchase up to £2,500 of equipment or goods to support and facilitate community life and access to local heritage

Council considered proposals for submission to Living Levels Landscape Partnership for grant funding for Magor and Undy villages.

RESOLVED: *to propose a standard composite bench and information board at the Viewpoint on Mill Common, Undy and a wrought iron bench and information board at the Procurators House, Magor.*

79 Magor with Undy Community Council Policies

- 79.1 To review and adopt Council's Policies:

- a) Code of Conduct
- b) Complaints
- c) Equal Opportunities
- d) Freedom of Information
- e) General Privacy Notice
- f) Grant Funding Policy & Guidance
- g) Health & Safety
- h) Information & Data Protection Policy
- i) Local Resolution
- j) Overtime
- k) Press, Media & Publicity
- l) Publication Scheme
- m) Safeguarding
- n) Sickness Absence Policy and Procedure
- o) Social Media
- p) Unacceptable Actions by Individuals

RESOLVED: *to accept all changes and adopt Council Policies (a) to (p) above.*

- 79.2 To note Dignity at Work, Bullying & Harassment Policy and Disciplinary & Grievance Policy outstanding.

Noted

80 Keep Wales Tidy

- 80.1 To consider a request from Keep Wales Tidy to become part of the new Litter Hub Scheme that it is setting up as part of its wider project Caru Cymru.

<https://www.keepwalestidy.cymru/litter-picking-hubs>

Council supported in principle the above request from Keep Wales Tidy subject to obtaining permission from Gwent Police to utilise a vacant storage facility at the Council offices.

RESOLVED: *to defer this item pending a response from Gwent Police.*

81 VE Day 75 Celebrations – 8th-10th May 2020

- 81.1 To receive feedback from VE Day Workshop held 7.10.19 and agree any actions.

A VE Day Celebrations Workshop Report was circulated at the meeting.

RESOLVED:

- *to email Magor and Undy primary schools for their intentions regarding VE Day celebrations.*
- *refer this item to the Budget Workshop scheduled for 28.10.19.*

82 Christmas Lighting 2019

- 82.1 To consider Mon CC Street Lighting Attachment Guidelines and agree any actions.

Council considered the above guidelines and expressed its dissatisfaction at the prospect of having to install barriers around the Christmas tree in Magor Square.

RESOLVED: *to arrange a site meeting with Mon CC's Health & Safety Officer for advice and clarification in this matter.*

83 Reports

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

RESOLVED: *to approve the Clerks Report and update.*

- 83.2 To receive reports from Council's representatives on External Bodies and agree any action

- Cllr J Crook – Noted
- Cllr K Plow – It was agreed to subscribe to the Institute of Welsh Affairs Newsletter and add a link to Dewis Cymru to Council's website.

- 83.3 Council noted a report of the meeting with representatives of Undy AFC, circulated at the meeting.

- 83.4 To note receipt of Police Crime Report for September as circulated to Councillors.

Noted

84 Future Meeting Content

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

- Sea defences – Workshop [Cllr CH]
- Tesco wind turbines – [Cllr CH to liaise with the Clerk]
- Pharmacy opening hours/emergency cover [Cllr CH]
- Car parking/policing [Cllr KP]
- Noticeboards – OM November [Cllr SR]

85 Meeting Dates

- VE 75 Day Workshop – Monday 21st October 2019 7pm – Magor Church Centre, Garden Room
- Planning Committee - Monday 28th October 2019, 7pm at Ebenezer Baptist Church
- Budget Workshop – Monday 28th October 2019, 7.15pm at Ebenezer Baptist Church
- Ordinary Meeting – Monday 11th November 2019, 7pm at Ebenezer Baptist Church
- ***Noted: presentation by Mon CC re: update on changes to waste collections***
- Planning Committee - Monday 25th November 2019, 7pm
- Project Workshop (Mon CC Local Development Plan) – Monday 25th November 2019

The meeting closed at 9.04pm

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Chair/Vice Chair