

MAGOR WITH UNDY COMMUNITY COUNCIL

Minutes of Ordinary Meeting of Magor with Undy Community Council held in Ebenezer Baptist Church School Room on Monday 13th January 2020 at 7pm

COUNCILLORS:	Cllr N Baicher, Cllr S Bailey (Chair), Cllr M Bisi, Cllr G Cook, Cllr J Crook, Cllr K Plow, Cllr S Raggett, Cllr F Taylor, Cllr J Wilson
IN ATTENDANCE:	Beverly Cawley – Clerk, Alison Sandiford
MEMBERS OF THE PUBLIC:	1
APOLOGIES:	A Boyland, Cllr C Hopkins, Cllr D James, Cllr A Zagozda

Min 2019/20

124 Public Open Forum (15 minutes at discretion of Chair)

Mr P Wilson, RBL gave the Clerk contact details for a potential bagpiper for VE Day 2020

125 Chair's Announcements

125.1 To receive apologies for absence from Councillors – see above

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

- The Chair had attended the Open Air Carol Service, Mon CC Hub and judged the Christmas Window Competition with Cllr Sally Raggett

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

126.1 To receive any declarations of interest in items on the agenda

None

126.2 To discuss staff declarations of interest in items on the agenda (*b/f OM 9.12.19*)

At OM 9.12.19 a member had requested clarification of the necessity for the Clerk to tender declarations of interest in items on an agenda in view of her not being a decision maker.

RESOLVED: *to note clarification contained in 2001 No. 2280 (W.170) Local Government Wales – The Code of Conduct (Qualifying Local Government Employees) (Wales) Order 2001*

127 Minutes (*attached*)

127.1 To adopt the minutes of Ordinary Meeting held 9th December 2019

A Member disputed the accuracy of Minute 107.1 and requested clarification from the tape recording. A discussion ensued in this matter and the Clerk advised that the recording of the meeting had been used to produce this particular resolution.

The Chair stated she would listen to the recording following the meeting.

RESOLVED: *to sign the minutes of Ordinary Meeting held 9th December 2019 as circulated.*

Cllr F Taylor temporarily left the meeting at this point.

127.2 To adopt the minutes of Finance Meeting held 16th December 2019

a) Chair to sign the minutes

RESOLVED: to adopt the minutes of Finance Meeting held 16th December 2019, duly signed by the Chair

128 Finance

128.1 To confirm the Bank Reconciliation of the Council's Bank Accounts to 31.12.19

RESOLVED: To confirm the Bank Reconciliation of the Council's Bank Accounts to 31.12.19

128.2 To approve list of payments

PAYMENTS

Payee	Description	Net	VAT	Gross
Various	Staff Salaries	4,909.70		£4,909.70
Various	statutory deductions	2,796.21		£2,796.21
Chepstow Accountancy	salary admin	27.50		£27.50
Magor Baptist Church	to replace cheque 105866	300.00		£300.00
Magor Baptist Church	to replace cheque 105868	255.00		£255.00
B Cawley	expenses re Survey Monkey	720.00		£720.00
Auditing Solutions	interim internal audit	445.00	89.00	£534.00
Data Solutions	Datashread - confidential waste destruction	57.60	9.60	£67.20
J Reece	Xmas trees	480.00	96.00	£576.00
Microshade Bus. Solutions	off-site data storage	94.90	18.98	£113.88
Monmouthshire County Council	new light sockets for Xmas lights	629.38	125.88	£755.26
Merlin Waste	dog bin maintenance Jan 2020	450.00		£450.00
N Baicher	remuneration	37.50		£37.50
S Bailey	remuneration	287.50		£287.50
M Bisi	remuneration	37.50		£37.50
A Boyland	remuneration	37.50		£37.50
G Cook	remuneration	162.50		£162.50
C Hopkins	remuneration	37.50		£37.50
D James	remuneration	37.50		£37.50
K Plow	remuneration	37.50		£37.50
S Raggett	remuneration	162.50		£162.50
F Taylor	remuneration	37.50		£37.50
J Wilson	remuneration	37.50		£37.50
A Zagozda	remuneration	37.50		£37.50
TOTAL INVOICES				£12,454.75

RECEIPTS

Description	Gross	
Mon CC	Precept #3	66,847.00
TOTAL RECEIPTS		£66,847.00

RESOLVED: to approve list of payments

Cllr F Taylor returned to the meeting at this point.

128.3 To note Council Tax base for 2020/21 approved by Mon CC as £2,895.81

The Clerk clarified the formula for calculating Band D Council tax.

RESOLVED: *to note Council Tax base for 2020/21*

128.4 To approve donation to Severn Tunnel Band for support at War Memorial Re-dedication Service 21.9.19 and Community Carol Service 13.12.19 (2019/20 budget £100)

RESOLVED: *to donate £100 to Severn Tunnel Band*

128.5 To receive correspondence from The Greater Gwent (Torfaen) Pension Fund and approve Employer Contributions for Magor with Undy CC for three years commencing 1.4.20

RESOLVED: *to receive correspondence from The Greater Gwent (Torfaen) Pension Fund and approve Employer Contributions for Magor with Undy CC for three years commencing 1.4.20*

129 Correspondence

129.1 To receive and consider miscellaneous correspondence set out in the schedule (*attached*)

The Clerk clarified that playground inspection works had been carried out. The Clerk also read out the letter from Magor Brewery to residents of Llandeenny as requested.

There were no other issues.

Cllr G Cook took the chair for the following item:

130 Planning Committee

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

130.1.1 **DM/2019/01665:** Garage Conversion, erection of porch, internal alterations – 11 Windsor Gardens, Magor (*BY 14.1.20*)

RESOLVED: *to approve*

130.1.2 **DM/2019/01753:** To refurbish existing tennis and MUGA courts (re-surface (inc new court layout); replace existing chain link fence with twin wire panel mesh fence (to include recessed goals No 2); remove current floodlights system and replace with new 8 No. LED lighting on 10m columns) – Sycamore Sports Field, Sycamore Terrace, Magor (*by 14.1.20*)

RESOLVED: *to make no observations as the applicant*

130.1.3 **DM/2019/01920:** Convert redundant single storey barn to residential – Great House Farm, the Elm to Bridgend Farm, Undy (*by 14.1.20*)

RESOLVED: *to approve*

130.1.4 **DM/2019/01937:** Hybrid planning application – Outline planning application for up to 155 dwellings, associated open space and infrastructure with all matters excluding access reserved, of which full planning permission if sought for 72 dwellings, associated open space and infrastructure – Land at Vinegar Hill, Vinegar Hill, Undy (*by 14.1.20*)

RESOLVED: *to refuse and submit the pre-planning consultation response incorporating additional objections raised at the meeting.*

130.1.5 **DM/2019/01965:** Rear single storey extension – 24 Victoria Way, Undy (by 14.1.20)

RESOLVED: to approve

130.2 Publicity and Consultation Before Applying for Planning Permission Notice Under Articles 2C and 2D

130.2.1 Proposed submission of planning application at Magor Brewery, Newport road, Magor: 'erection of sixteen fermentation vessels, enclosed supporting structure and external stairs; extension of existing high level access walkway; earth works; and temporary works including reuse of existing car park as vessel assembly site, creation of two temporary replacement car parks, temporary site roads and walkways, and associated works' (closing date 26.1.20)

RESOLVED: to respond to the pre-planning consultation requesting that temporary car parking is in place before the erection of the fermentation vessels.

130.3 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

131 Consultations

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

130.2 Mon CC: Draft Licensing Policy Consultation (Closing date 28.2.20)

<https://www.monmouthshire.gov.uk/licensing/licensing-applications/>

There were no comments raised at the meeting.

RESOLVED: that members submit any comments to the Clerk by 17.2.20 in order for a response to be collated and submitted.

131.2 One Voice Wales: Changes to planning and related application fees (closing date 13.3.20)

https://gov.wales/changes-planning-and-related-applications-fees?_ga=2.233246302.1926474314.1576494937-1869591993.1570433432

There were no comments raised at the meeting.

RESOLVED: that members submit any comments to the Clerk by 24.2.20 in order for a response to be collated and submitted.

132 Internal Audit

132.1 To receive Interim Internal Audit Report and consider the recommendations

Council received the interim Internal Audit Report and considered the recommendations:

R1: It is imperative that the Council moves from the spreadsheet based records system to Rialtas Alpha with immediate effect to ensure that it gains maximum advantage from its investment in the product, both in terms of time and cost savings, and also to provide a fully automated and auditable process of generating the annual Return accounting information.

RESOLVED: to accept the recommendation and note that the office had already started to input all necessary data in to the Rialtas Alpha suite.

R2: Additional hours should be set aside to the Administration Assistant or other suitable person to upload the Council's supplier and financial data, ensuring that each month is entered accurately, with bank Reconciliations, Trial Balance and Cashbooks produced for each month. It is estimated that this work should take no more than three working days.

RESOLVED: *to accept the recommendation and authorise paid additional hours to the Administration Assistant.*

R3: The Clerk and Council should give formal consideration to the eligibility of the Grant Aid Applicant prior to considering the Grant Aid application, ensuring that the Applicant does not fall into one of the prohibited categories listed.

RESOLVED: *to note*

R4: The Clerk must advise members of which Statutory Power may be used to make the award of Grant Aid under, remembering that the Local Government Act, 1972 S.137 may only be used as the power of last resort, where no other power is available to make the award of the Grant Aid

RESOLVED: *to note*

R5: The Clerk should draft a letter for the Chair, with immediate effect, to formally request the ex-Member return control of the Council's 'Survey Monkey' account forthwith. If the ex-Member refuses to return control of the account to the Council, legal advice should be sought.

RESOLVED: *to defer consideration of this item to OM 10.2.20 pending a response from the ex-Member.*

R6: To ensure that neither the Clerk nor Members need to utilise their own credit cards to make purchases on behalf of the Council and submit these as expense claims for repayment, we recommend that the Council avail itself of the new Council's credit card with Barclays Bank, which has been negotiated by the Welsh Assembly. The card has no annual fee, and a percentage of all purchase is repaid to the Council annually thus reducing the cost of purchase.

RESOLVED: *to accept and implement the recommendation.*

R7: The Council should consider moving towards making all payments electronically, both as a security and a cost saving measure.

RESOLVED: *to accept and implement the recommendation.*

R8: Risk registers should be subject to annual review, update (where appropriate) and formal re-adoption by the Council at least once annually.

RESOLVED: *to accept and implement the recommendation and to transfer existing data to Local Council Risk System Software.*

R9: The Clerk should arrange for a formal licence agreement to be drafted in relation to the use of the tennis courts by the local Tennis Club.

RESOLVED: to note the recommendation and revisit when the current refurbishments to the MUGA are complete and the site becomes operational again.

133 Allotments

133.1 To note correspondence from Mon CC re: B4245 at Undy Allotments

Council noted correspondence from Mon CC advising that the developer has agreed to carry out further works to the access of the allotments to better position vehicles at the edge of the B4245 carriageway.

134 Magor Square

134.1 To consider a date when it would be appropriate to remove memorial wreaths from the War Memorial following Armistice Day civic service and agree any actions (*b/f OM 9.12.19*)

Council noted, for information, that the Royal British Legion were looking at introducing biodegradable wreaths in future.

RESOLVED: to remove and dispose of memorial wreaths from the War Memorial around 31st November each year, prior to Christmas festivities in the Square.

134.2 To consider correspondence from a resident requesting support in retaining the phone box in Magor Square - *note consultation closing date 26.12.19*

RESOLVED: to support in principle the retention of the phone box in Magor Square and await official consultation from Mon CC in this matter.

134.2.1 To note response from Mon CC re: 134.2 above

RESOLVED: to note correspondence from Mon CC advising it is awaiting consultation from BT in this matter

135 One Voice Wales

135.1 To consider attendance/nominations for the One Voice Wales Innovative Practice & National Awards Conference 2020 to be held on Thursday 26th March 2020 at Hafod a Hendre, Royal Welsh Showground, Llanelwedd, Builth Wells

RESOLVED: to nominate Council's Common-y-Coed project working with the GWT Wildlife Warriors under the Youth Engagement category and for Cllr K Plow to attend the Awards Conference 26.3.20.

136 Local Democracy and Boundary Commission for Wales

136.1 To consider an invitation to a presentation at County hall, Rhadyr, Usk prior to the commencement of a review of the electoral arrangements for the County Borough of Monmouthshire.

Council noted the evening presentation scheduled on 16.1.20 at County Hall, Usk and that no councillor present was available to attend. Cllr F Taylor advised that Mon CC was receiving

the presentation during the day and suggested the Clerk should enquire about attending that presentation instead.

RESOLVED: *that the Clerk attend the presentation on Council's behalf, if available*

137 Monmouthshire County Council Replacement Local Development Plan 2018 – 2033

137.1 To note revised timescales for the Preferred Strategy (9th March 2020 – 1st June 2020) and receive draft candidate-site guidance papers.

Council noted the revised timescales and draft candidate-site guidance papers from Mon CC.

138 Welsh Government

138.1 To receive Statutory Guidance relating to The Playing Fields (Community Involvement in Disposal Decisions) (Wales) regulations 2015, which has been updated due to an error at the end of paragraph 7.(a) <https://gov.wales/playing-field-disposal-guidance>

Noted

139 Councillor Issues

139.1 Cllr F Taylor - to discuss the Clerk issuing the recorded meetings [OM 11.11.19 and OM 9.12.19] to Cllrs AB/DJ under Freedom of Information following advice sought from the Information Commissioner's Office [ICO] helpline in this matter.

Council noted emails from a Member to the Clerk regarding the release of recorded meetings to Cllrs AB/DJ under Freedom of Information. The Clerk advised that recorded information includes printed documents, computer files, letters, emails, photographs and sound or video recordings and therefore the request from Cllrs AB/DJ was subject to the Freedom of Information Act.

A lengthy discussion ensued during which it was stated that a resolution had since been made to suspend the recording of meetings and that the Council's Audio Recording of Meetings Policy would be reviewed at the Annual Meeting.

The Chair asked the Clerk if she was prepared to provide a statement of the process followed in obtaining the information from the ICO as requested by the Member.

Cllr S Raggett left the meeting temporarily during discussion of this item

140 Projects

140.1 To consider priorities for Workshop Group meetings

Council agreed to review the following projects at the February Workshop 24.02.20

- Siting of new planters
- Spring/Summer bedding
- Noticeboards
- Walks/Signage (Living Levels Partnership/Mon CC)
- Visit Magor & Undy website
- VE Day celebrations
- Annual Report

- Procurators House
- Health & Safety
- Play parks

A member requested an update on suitable vacant properties in Magor Square for a potential new Council office. The Chair clarified that although monies had been set aside in next year's budget towards the possible cost of premises no official discussions or decision had been made in relation to the future of the Council office.

RESOLVED: to make enquiries about suitable vacant premises in Magor Square for a potential new Council office.

140.2 To receive any update from task & finish group for the play park project

It was noted that the task & finish group had not yet met due to the holiday period and that a meeting had been arranged for 27.1.20.

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

141 Reports

141.1 To receive the Clerk's Report and update in respect of on-going issues and agree any actions

The Clerk updated on progress on the tennis Courts/MUGA and advised Council of an interim report received from South Wales Sports Grounds for review and agreement to allow payment of the interim invoice, which she is pursuing via Mon CC as per Council's original agreement (OM 11.2.19 Min 199.2)

The Clerk requested if Council wished to have the planters being transferred from Mon CC to the Community Council filled with soil and top dressing in readiness for planting at a cost of £62 per planter.

RESOLVED: to accept the Clerk's Report and update and agree to Mon CC filling the planters with soil and top dressing at a cost of £62 per planter

141.2 To receive reports from Council's representatives on External Bodies and agree any actions

i) Cllr J Crook

Council noted the report from Cllr J Crook

142 Future Meeting Content

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

- Mon CC Local Development Plan candidate sites – Cllr F Taylor to provide the Clerk with relevant information for discussion
- Traffic Issues – Cllr K Plow
- Signage alerting vehicles to heavy traffic/delays on M4 – Cllrs N Baicher/M Bisi

143 Meeting Dates

- Planning Committee – Monday 20th January 2020, 7pm at Ebenezer Baptist Church, to include Mon CC LDP 2018-2033 candidate sites discussion – *Cllr F Taylor to provide relevant information from Mon CC to enable Council to consider her proposed new candidate sites*
- Human Resources (HR) Committee – Monday 3rd February 2020, 5pm at Undy Church & Community Hall – apologies Cllr F Taylor
- Ordinary Meeting – Monday 10th February 2020, 7pm at Ebenezer Baptist Church – apologies Cllr F Taylor & Cllr M Bisi.

The meeting closed at 9.20pm

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Chair/Vice Chair