

MAGOR WITH UNDY COMMUNITY COUNCIL

Minutes of Ordinary Meeting of Magor with Undy Community Council held in Ebenezer Baptist Church School Room on Monday 10th February 2020 at 7pm

COUNCILLORS: Cllr N Baicher, Cllr S Bailey (Chair), Cllr J Crook, Cllr K Plow, Cllr S Raggett, Cllr J Wilson

IN ATTENDANCE: Beverly Cawley – Clerk, Alison Sandiford, County Councillor Lisa Dymock (left 7.15pm)

APOLOGIES: Cllrs M Bisi, Cllr A Boyland, Cllr G Cook, Cllr C Hopkins, Cllr D James, Cllr F Taylor, Cllr A Zagozda

Min 2019/20

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

County Councillor Lisa Dymock

- Cllr Dymock updated Members on progress, issues and planned road closures at the Greystone Meadows development in Undy. Cllr Dymock stated she was in constant contact with the developer and would copy Council in to all future update posts via social media. *Cllr Dymock to raise the issue of delivery and collection vehicles not being able to access premises at Storefield Farm with the developer.*
- A community litter pick is being arranged around May.
- The Clerk updated Cllr Dymock on the new 'Welcome to Magor and Undy' website currently under construction and the proposed flier intended to signpost new residents to the website.
- Cllr Dymock updated Members on the installation of dog waste bag holders and agreed to site a holder on Greenmoor Lane at the junction of Blenheim Avenue/Kensington Park

145 Chair's Announcements

145.1 To receive apologies for absence from Councillors – see above

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

- Mon CC Hub at Magor Baptist Church
- Magor CiW and Undy Primary Schools to consult with children regarding proposed additional play equipment at Sycamore play park
- Presented the Christmas Window awards to Village Treats (1st), Flower Shed (2nd) and Magor Brownies (highly commended)
- Mon CC Cluster Group meeting – will be receiving a presentation on Mon CC's Local Development Plan at its next meeting – *date to be circulated to members*

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

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

Cllr J Wilson declared an interest in Min 151(ii)(b) as a committee member

The Clerk declared an interest in Min 151 (i)(a) as a volunteer demonstrator

147 Minutes

147.1 To adopt the minutes of Ordinary Meeting held 13th January 2020

a) Chair to sign the minutes

RESOLVED: to adopt the minutes of Ordinary Meeting held 13th January 2020, duly signed by the Chair

147.2 To adopt the minutes of Planning Committee held 20th January 2020

a) Chair to sign the minutes

RESOLVED: to adopt the minutes of Planning Committee held 20th January 2020, duly signed by the Chair

147.3 To adopt the minutes of Human Resources (HR) Committee held 3rd February 2020

a) Chair to sign the minutes

Council noted correspondence from Cllr A Boyland in this matter, circulated at the meeting

RESOLVED: to adopt the minutes and recommendations of Human Resources (HR) Committee held 3rd February 2020, duly signed by the Chair

148 Finance

148.1 To confirm the Bank Reconciliation of the Council's Bank Accounts to 31.1.20

RESOLVED: To confirm the Bank Reconciliation of the Council's Bank Accounts to 31.1.20

148.2 To approve list of payments

PAYMENTS

Payee	Description	Net	VAT	Gross
Various	staff salaries	5,085.19		£5,085.19
Various	statutory deductions	3,016.76		£3,016.76
Chepstow Accountancy	salary admin	27.50		£27.50
BT	telephony Feb 20	36.99	7.39	£44.38
Vision ICT	website hosting/support Apr 20-Mar 21	240.00	48.00	£288.00
Konica Minolta	Photocopies Oct 19 - Jan 20	91.04	18.21	£109.25
SSE Swalec	Floodlights	101.09	5.05	£106.14
Restore Datashred	confidential waste destruction	48.00	9.60	£57.60
Microshade Business Solutions	off-site data storage - Dec 19	94.90	18.98	£113.88
Microshade Business Solutions	off-site data storage - Feb 20	94.90	18.98	£113.88
Viking	stationery	235.77	8.75	£244.52
Merlin Waste	dog bin maintenance Feb 20	450.00		£450.00
City Illuminations	Christmas lighting 2019	5,100.00	1,020.00	£6,120.00
City Illuminations	repairs to Christmas lighting	295.00	59.00	£354.00
Severn Tunnel Band	donation re: carol service 13.12.19	100.00		£100.00
Mon CC	Magor Tennis Court rent	5.00		£5.00
Mon CC	wheelie bin service	300.43		£300.43
Barclays Bank	commission	22.30		£22.30
PWLB	loan repayment	5,415.68		£5,415.68
Undy Church & Community Hall	hire 20/1/20 & 3/2/20	20.00		£20.00
Solutions in Technology	Telephony	108.98	21.80	£130.78
TOTAL INVOICES				£22,125.29

RECEIPTS

	Description			Gross
CADW	grant re: War Memorial			10,000.00
Barclays Bank	loyalty award			5.01
Tenant	poor land			325.00
WDP	wayleave			18.59
TOTAL RECEIPTS				£10,348.60

RESOLVED: to approve list of payments

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

Council noted the supply of free dog waste bags from Mon CC had run out and that current stockists for the dog bags are Magor Post Office, The Flower Shed, Marlow Vets, B4 & After Dog Grooming, Pawfect Grooming and the Council office at Magor Police Station.

RESOLVED: to approve purchase of 10,000 dog waste bags at a cost of £180 + VAT

148.4 To approve travel expenses claim from Cllr A Boyland in respect of meeting with WAO 28.1.20

Council expressed its dissatisfaction that it had no knowledge of a meeting between Cllrs A Boyland, D James and the WAO and requested the purpose of the meeting and who had authorised them to attend.

The Clerk advised that following receipt of the claim form she had requested clarification from both WAO and Cllr Boyland, however the WAO had not responded to date.

RESOLVED: to defer the approval of travel expenses claim pending confirmation from WAO that Cllrs AB and DJ had been requested to attend the meeting.

149 Correspondence

149.1 To receive and consider miscellaneous correspondence set out in the schedule

No issues

150 Planning Committee

150.1 To note no plans received at despatch of agenda

Noted

150.2 To note Mon CC weekly new and decided planning lists

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

Noted

151 Financial Assistance

To consider and agree applications for grant funding

A summary report of the grants budget and spending powers for each application was circulated at the meeting.

i Local Youth Support Grants

a. GWT Wildlife Warriors

Council considered an application for funding towards running costs for the group for 2020

RESOLVED: *to donate £1,000 to GWT Wild Warriors (LG Act (Misc Provision) 1976 Part 1 s.19.e (1) & (3)(a))*

The Clerk declared an interest in this item as a demonstrator

Cllr S Bailey declared an interest in this item as a demonstrator

Council noted £4,000 earmarked for Mon CC Summer Playscheme for 2019/20 leaving a surplus of £2,000 in the Local Youth Support Grants fund.

RESOLVED: *to vire surplus £2,000 from Local Youth Support Grants to Local Community Support Grants*

ii Local Community Support Grants

a. Severn Tunnel Band

Council considered an application for funding to purchase 25 lightweight music stands and carry bags.

The Clerk advised that if Council purchased the music stands and carry bags and gift them to Severn Tunnel Band, the Internal Auditor has confirmed that Council would be in a position to reclaim the vat on the purchase.

RESOLVED: *to purchase 25 lightweight music stands and carry bags to gift to Severn Tunnel Band at a cost of £255.49 (LG Act 1972 s.145 (c))*

b. Magor Churchmen's Society/Magor Events Group

Council considered an application for funding to purchase a lighting kit for use at community events and to support community groups.

Cllr S Raggett declared an interest in this matter as a member of Magor Amateur Dramatics Theatre Company and left the room.

RESOLVED: *to purchase a COB LED Stage Lighting Set to gift to Magor Churchmen's Society/Magor Events Group at a cost of £1,269 (LG Act 1972 s.145 (c))*

c. Magor Action Group on Rail (MAGOR)

Cllrs J Wilson and J Crook declared an interest in this item rendering the meeting inquorate. The Clerk advised she would carry this item forward to the Ordinary Meeting in March.

d. Magor CiW Primary School PTFA

Council considered an application for funding towards the hire of equipment to assist in fundraising activities at Magor CiW Primary School.

RESOLVED: to donate £320 to Magor CiW Primary School PTFA for the hire of a face painter and bouncy castle for its 2020 Summer Fayre (LG Act 1972 s.137)

152 Consultations

To receive notification of consultation decisions/responses

152.1 Mon CC: Closure of Mounton House Special School

Noted

152.2 OVW: Consultation on the Local Government and Elections (Wales) Bill

Noted

153 Allotments

A report including photographs of the allotments was circulated at the meeting and Council agreed to consider the following 2 items together:

153.1 To approve clearance of fly-tipping at Greenmoor allotments

153.2 To consider repair/replacement of boundary fence between Greenmoor Lane and allotments

RESOLVED: to approve clearance of fly-tipping at Greenmoor allotments and to obtain quotations for a replacement fence.

153.3 To consider date for allotment workshop (February/October)

RESOLVED: to hold an allotment workshop at 7pm on Monday 23rd March 2020 at Magor Baptist Church

154 Sycamore Sports Field (Tennis & MUGA Courts)

154.1 To note extension of time letter and request for additional information in relation to Council's planning application DM/2019/01753 - to refurbish existing tennis and MUGA courts

Council noted further information has been provided to Mon CC Ecology Department in respect of the floodlighting.

154.2 To receive an update report from the Clerk

It was requested if Council could investigate costs for a replacement portakabin at Sycamore Fields.

RESOLVED: to receive an update report from the Clerk and investigate costs and planning permission for a replacement portakabin

154.3 To ratify decision by Clerk and Chair under Financial Regulation 4.1 to appoint Colin J Lang, Consultant Quantity Surveyor

RESOLVED: to ratify decision by Clerk and Chair to appoint Colin J Lang, Consultant Quantity Surveyor

154.4 To note Valuation and Certificate Nos. 01 and 02 received from Quantity Surveyor

Noted

154.4.1 To approve release of interim payment 01 to South Wales Sports Grounds in the sum of £22,096.01 + VAT

RESOLVED: to release interim payment 01 to South Wales Sports Grounds in the sum of £22,096.01 + VAT

154.4.2 To approve release of interim payment 02 to South Wales Sports Grounds in the sum of £68,127.59 + VAT

RESOLVED: to release interim payment 02 to South Wales Sports Grounds in the sum of £68,127.59 + VAT

154.5 To approve quotation for weatherproof steel cubicle to house token meters at a cost of £310 + VAT

RESOLVED: to approve quotation for weatherproof steel cubicle to house token meters at a cost of £310 + VAT

154.6 To approve quotation for integrated fence fixed basketball posts at a cost of £2,455 + VAT

RESOLVED: to approve quotation for integrated fence fixed basketball posts at a cost of £2,455 + VAT

155 Magor Square

155.1 To note correspondence received from Magor Post Office advising that if the Post Office is not taken over by 1st February 2021 it will close.

Noted

155.2 To consider the response from Dudley Taylor Pharmacies Ltd to Council's request to consider opening in line with the opening hours of Dorset House Surgery and agree any actions

Council considered two proposed options from Dudley Taylor Pharmacies Ltd to Council's request to consider opening in line with the opening hours of Dorset House Surgery.

RESOLVED: to opt for the proposal to continue with the current opening hours and to request assurance from Dudley Taylor Pharmacies Ltd that Saturday morning opening hours are retained.

156 One Voice Wales (OVW)

156.1 To consider correspondence from OVW in relation to the Local Democracy & Boundary commission's (LDBC) final report on the Community Review of Monmouthshire

RESOLVED: to request OVW make representations calling for a fresh Community Review be undertaken.

157 Monmouthshire County Council

157.1 To consider an invitation to nominate a representative to attend the next meeting of Mon CC's Community Climate Champions group

Council considered the above invitation from Mon CC.

RESOLVED: *to request Council is added to the Community Climate Champions mailing list*

158 Commonwealth Day – 9th March 2020

158.1 To agree participation in ‘Fly the Flag for the Commonwealth’ and agree any actions

RESOLVED: *to agree participation in Commonwealth Day 2020 and for the Clerk to make the necessary arrangements.*

159 Village Produce & Home-craft Show

159.1 To consider running a Village Show and agree any actions

RESOLVED: *to agree to hold a Village Show at Undy Memorial Hall on Saturday 1st August 2020 and for the Clerk to make the necessary arrangements.*

160 Procurators House

160.1 To note Morgan and Horowskyj Architects appointed to undertake quinquennial report at a cost of £650 + VAT (OM 09.09.19 Min 057.3)

RESOLVED: *to note Morgan and Horowskyj Architects appointed to undertake quinquennial report and approve the cost of £650 + VAT*

160.2 To consider Morgan and Horowskyj Architects to undertake project management of repairs at a cost of £650 + VAT

RESOLVED: *to approve Morgan and Horowskyj Architects undertake project management of repairs at a cost of £650 + VAT*

161 Sycamore Play Park & Playing Field

161.1 To receive any update from task & finish group

The Chair updated on visits to Magor CiW and Undy Primary Schools to meet with the School Councils to consult on proposed new play equipment for Sycamore play park. The children were delighted with Council’s plans and requested they are kept up to date with progress.

161.2 To agree specification to go out for tender for play equipment

Council considered a draft specification, circulated at the meeting, for additional play equipment and safety surfacing at Sycamore play park.

The Clerk advised Council that individual play equipment providers may produce their own bespoke play equipment and therefore quotations would likely be based on equipment similar in design to that which Council has requested.

RESOLVED: *to agree the specification as circulated and go out for tender for additional play equipment and safety surfacing at Sycamore play park*

161.3 To consider a request from Magor PTFA to install goal posts on Sycamore Playing Field and if agreed to provide a letter of support to accompany its Community Chest grant application.

Council supported in principle the above request from Magor PTFA.

RESOLVED: to write a letter of support to Magor PTFA to accompany its Community Chest grant application to install goal posts at Sycamore Playing Field.

- 161.4 To consider a request from Undy AFC Junior Chairman to use the Sycamore Playing Field for junior tournament/matches and training and if agreed, to consider their offer to assist in the installation of goal posts and pitch line marking.

Cllr S Raggett updated Council on the recent Undy AFC meeting and Council considered the above request from Undy AFC Junior Chairman. It was also requested if the play area at Withy Park could be considered as a potential site for a football pitch.

RESOLVED: to agree in principle to Undy AFC's request to use Sycamore Playing Field for junior tournament/matches and training and to arrange a meeting of all interested parties in order to further discuss the request.

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

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 in Min 162.

162 Internal Audit (b/f OM 13.01.20)

- 162.1 To consider R5 of Council's Internal Audit report and agree any action:

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.

Council considered R5 of its Internal Audit report and discussed various options going forward.

RESOLVED: to request a meeting with Sgt Damian Waite in this matter and for the Chair and Cllr S Raggett to attend.

163 Highway Issues

To consider various issues relating to speeding, road safety and parking (lead Cllr K Plow)

RESOLVED: to defer this item to Ordinary Meeting 9.3.20

164 Reports

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

The Clerk advised she had received a number of requests from Councillors about moving the Council office to the Square to which she would not provide an update until Council had been informed. The Clerk reminded Council that it had not taken a decision to move in to the Square, neither had it had all the facts and costs in order to make an informed decision to do so. Money had been set aside at Finance Meeting for premises in general, although enquiries had been made with the landlord of a vacant premises in the Square as instructed.

A lengthy discussion ensued in this matter and the Chair reiterated that when the Clerk is requested to obtain information all Councillors will receive the updates at the same time.

RESOLVED: to receive the Clerk's Report and update in respect of on-going issues.

RESOLVED: to note the update from the landlord of the vacant premises in Magor Square and consider a cost comparison of current premises versus premises in the Square on receipt of further information from both landlords.

164.2 To receive reports from Council’s representatives on External Bodies and agree any actions

- Cllr N Baicher – Undy Primary School

Noted

- Cllr J Crook – Drainage update at Greystone Meadows

Council noted the update, circulated at the meeting

164.3 To receive report from VE 75 Project Workshop meeting held 3rd February 2020 and agree any actions

Council received the report from VE 75 Project Workshop meeting and supported the proposals contained therein. Cllr J Wilson offered the donation of a small supply of bunting from the Royal British Legion (RBL).

It was noted that Council had set aside £3,000 for VE 75 celebrations.

RESOLVED:

- to purchase and provide bunting for Magor Churchmen (Magor Square), Ebenezer Baptist Church Tea Rooms, MUCH/Undy Memorial Hall and Undy AFC
- to liaise with Mon CC regarding road closure information for street parties
- to create a grant form for community groups wishing to apply for funding for the occasion
- to agree to make a contribution to Severn Tunnel Band, if available
- to agree to make a contribution to RBL for bunting

Cllr S Raggett declared an interest as a member of MUCH and Trustee of Undy Memorial Hall
Cllr J Wilson declared an interest as a member of RBL

165 Future Meeting Content

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

- M4 Motorway Congestion – Cllr N Baicher

166 Meeting Dates

- Planning Committee – Monday 24th February 2020, 7pm at Ebenezer Baptist Church
- Human Resources (HR) Committee – Monday 24th February 2020, 7.15pm at Ebenezer Baptist Church (following Planning Committee)
- Ordinary Meeting – Monday 9th March 2020, 7pm at Ebenezer Baptist Church

Following a complaint from a Councillor the Clerk requested confirmation that Council still wanted to receive Committee meeting agendas via email only.

RESOLVED: to continue to send Planning Committee & Human Resources (HR) Committee meeting agendas via email only.

The meeting closed at 10pm

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Chair/Vice Chair