

# MAGOR WITH UNDY COMMUNITY COUNCIL

Minutes of Ordinary meeting of Magor with Undy Community Council held remotely via Zoom on Monday 13th July 2020 at 7pm

**COUNCILLORS:** Cllr S Bailey (Chair), Cllr M Bisi, Cllr G Cook, Cllr J Crook, Cllr D James, Cllr F Taylor (left 9.15pm) Cllr J Wilson, A Zagozda

**IN ATTENDANCE:** Beverly Cawley – Clerk, Alison Sandiford  
Member of Public  
Kari Davies Tennis

**APOLOGIES:** Cllr N Baicher, Cllr C Hopkins, Cllr K Plow, Cllrs S Raggett

Min  
2019/20

**210 Public Open Forum** (15 minutes at discretion of Chair)

- A member of public expressed disappointment that the MUGA had not yet been opened.
- Kari Davies declared her interest in the tennis courts but offered her assistance in making preparations to open the tennis courts in accordance with LTA guidance.

The Chair thanked the member of public and Kari Davies for attending and advised the MUGA would be discussed later in the agenda.

**211 Chair's Announcements**

211.1 To receive apologies for absence from Councillors – see above

211.2 To receive any update and feedback from the Chair on remote meetings

The Chair advised she had attended the following remote meetings:

- Magor Brewery
- Emergency Planning Committee
- Magor and Undy Covid-19 Support Group
- Mon CC regarding the re-opening of shops in Magor Square
- Staff updates

**212. Remote Meeting Protocol**

212.1 To consider and if appropriate adopt a Virtual Public Meetings Protocol for remote meetings

Council considered a draft protocol circulated prior to the meeting. It was agreed to add the following items to protocol:

- Access to meetings will be via an encapsulated link
- All attendees must use their real name
- Recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent
- Clarity on voting mechanism

***RESOLVED:*** To adopt the Virtual Public Meetings Protocol as circulated including the amendments above, email to members for any comments and upload to the Website.

212.2 To note correspondence from a resident regarding the holding of remote Council meetings

Noted

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

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

None

**214 Minutes (attached)**

214.1 To adopt the minutes of the Ordinary Meeting held remotely on 8<sup>th</sup> June 2020

The Clerk advised that the list of payments agreed at the meeting had been omitted from the Minutes circulated to Members but had subsequently been included and uploaded to the website.

**RESOLVED:** *To adopt the minutes of Ordinary Meeting held 8<sup>th</sup> June 2020 containing the list of payments*

a) Chair to sign the minutes

*Chair to sign the minutes in due course*

214.2 To adopt the minutes of the Emergency Committee Meeting held remotely on 25<sup>th</sup> June 2020

**RESOLVED:** *To adopt the minutes of Emergency Committee meeting held 25<sup>th</sup> June 2020*

a) To note and ratify the resolutions

**RESOLVED:** *To note and ratify the resolutions*

b) Chair to sign the minutes

*Chair to sign the minutes in due course*

**215 Finance**

215.1 To confirm the Bank Reconciliation of the Councils Bank Accounts to 30<sup>th</sup> June 2020

**RESOLVED:** *To confirm Bank Reconciliation of the Councils Bank Accounts to 30<sup>th</sup> June 2020*

215.2 To approve list of payments

**PAYMENTS**

Payee	Description	Net	VAT	Gross
Staff	salaries	4,785.96		£4,785.96
HMRC & TCBC	statutory deductions	2,773.61		£2,773.61
Chepstow Accountancy	salary admin	27.50		£27.50
South Wales Sports Grounds Ltd	valuation #4 MUGA works	10,674.76	2,134.95	£12,809.71
Zoom GB	monthly fee - June 2020	14.39		£14.39
Barclays Bank	commission	17.70		£17.70
British Telecom	telephony	36.99	7.39	£44.38
National Non-Domestic	rates on portakabin	642.00		£642.00
Solutions In Technology	telephony	108.98	21.80	£130.78
N Baicher	remuneration	37.50		£37.50
S Bailey	remuneration	287.50		£287.50
M Bisi	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
Zurich Municipal	insurance premium	2,111.69		£2,111.69
B Cawley	expenses	50.33	1.33	£51.66
Barclays Bank	Commission	13.20		£13.20
One Voice Wales	Membership	856.00		£856.00
Mr A P Kirton	repairs to tap	20.00		£20.00
Zoom GB	monthly fee	14.39		£14.39
Merlin Waste	dog bin maintenance June 20	585.00		£585.00
Merlin Waste	dog bin maintenance July 20	468.00		£468.00
Microshade Business Consultants	off-site data storage	96.90	19.38	£116.28
Vision ICT	x1 hosted email accounts	18.00	3.60	£21.60
British Telecom	telephony	36.99	7.39	£44.38
Nigel Phillips	hedge trimming Greenmoor Allot	52.50	10.50	£63.00
Konica Minolta	photocopier rent Oct 19 - July 20	429.93	85.99	£515.92
Gwent Wildlife Trust	Membership	36.00		£36.00
Natural Resource Wales	drainage fees	5.00		£5.00
Willow Landscape	supply plants/compost/spray cobbles	540.00		£540.00
Willow Landscape	supply & spread extra compost	120.00		£120.00
R & MG Herbert	peppercorn rent – poor land	2.50		£2.50
<b>TOTAL INVOICES</b>				<b>£27,743.15</b>

#### RECEIPTS

	Description	Gross
Barclays Bank	Loyalty Award	2.93
<b>TOTAL RECEIPTS</b>		<b>£2.93</b>

**RESOLVED:** To approve list of payments

#### 215.3 To consider Annual Investment Strategy 2020-2021

Council considered the Annual Invest Strategy circulated with the agenda. There were no comments raised on the document.

**RESOLVED:** To approve the Annual Investment Strategy 2020-2021 as circulated

#### 215.4 To consider request from Monmouthshire County Citizens Advice Bureau for financial support during 2020 as already emailed to Members.

Council considered the above request and referred to the increased demand for its services due to Covid-19.

**RESOLVED:** to release £3,000 to Monmouthshire County Citizens Advice as set aside in 2020/21 budget [LGA 1972, S142]

- 215.5 To note requirement to have an 'Accessibility Statement' on the Council's website by 23<sup>rd</sup> September in line with 'The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018', and to consider using Vision ICT to write and upload the 'Accessibility Statement' at a cost of £85 plus vat

Council recognised its responsibility to comply with the above regulations by 23/09/20 and considered it would be best placed for its website provider to write and upload its 'Accessibility Statement' to ensure compliance.

***RESOLVED:*** To approve quotation from Vision ICT to write and upload Council's Accessibility Statement' at a cost of £85 plus vat [LGA 1972 & LG (Democracy) (Wales) Act 2013 s.55]]

## **216 Correspondence**

- 216.1 To note miscellaneous correspondence emailed direct to Members as appropriate during remote working conditions.

Noted

- 216.2 To note correspondence from Dudley Taylor Pharmacies Ltd in respect of Magor Square Pharmacy opening hours as attached to Extraordinary meeting 16/03/20

Noted

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

## **217 Planning Committee - View applications at <http://www.monmouthshire.gov.uk/planning>**

Noted

- 217.1 To ratify planning decisions during Coronavirus outbreak for month of June 2020:

***RESOLVED:*** To ratify the planning decisions of the Emergency Planning Committee as circulated:

- DM/2020/00213: Magor Motorway Service Area – Approve
- DM/2020/00266: Magor Services amenities building – Approve
- DM/2020/00573: Ashbury House Nursing Home – Approve
- DM/2020/00363: Land at 5 The Plantation Undy - Approve
- DM/2020/00610: Storefields Farm, Undy - Approve

## **217.2 Planning Committee - View applications at <http://www.monmouthshire.gov.uk/planning>**

- a. DM/2018/02082 – Gwent Euro Park, Bareland Street, Llandeenny

***RESOLVED:*** To approve subject to compliance with current planning legislation and Technical Advice Notes

- b. DM/2020/00234 – Pathways, Vinegar Hill, Undy

***RESOLVED:*** To approve

- c. DM/2020/00507 – The Slades, Tump Lane, Undy

***RESOLVED:*** To approve

- d. DM/2020/00569 – 13 Celtic Close, Undy

***RESOLVED:*** To approve

- e. DM/2020/00634 – 47 Kensington Park, Magor

***RESOLVED:*** To approve

- f. DM/2020/00688 – 16 The Paddocks, Undy

***RESOLVED:*** To approve

- g. DM/2020/00745 – 2 Priory Court, Magor

**RESOLVED:** To approve

- h. DM/2020/00765 – Glenview Cottage, Old Magor Road, Magor

**RESOLVED:** To approve

- i. DM/2020/00778 – 11 Blenheim Gardens, Magor

**RESOLVED:** To approve

- 217.3 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*

## **218 Consultations (attached)**

- 218.1 Local Democracy and Boundary Commission for Wales - Electoral Review Monmouthshire:  
<https://ldbc.gov.wales/reviews/07-20/monmouthshire-electoral-review>

The Clerk was requested to outline the proposed changes which would affect Magor with Undy.

**RESOLVED:** that the Clerk re-issue links relevant to Magor and Undy and defer this item for consideration at the next meeting

## **219. Casual Vacancy - Elms Ward (b/f OM 08/06/20)**

- 219.1 To consider co-option arrangements and agree any actions

It was requested if co-option was necessary due to the proposed boundary changes. The Clerk advised that the next elections for Town & Community Councils would be held in 2022 and any new boundary changes would take effect from then.

The Clerk outlined Council's arrangements for its previous co-option in 2014 and it was requested if there was a specific form for co-option.

**RESOLVED:** To advertise the casual vacancy on Council's Website and Facebook page requesting expressions of interest by 31<sup>st</sup> August 2020. Any proposed candidates to be subsequently considered and interviewed by Human Resources (HR) Committee for recommendation to Full Council at its September meeting.

## **220 Highway Issues (b/f OM 10/02/20 and ExOM 16/03/20)**

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

In the absence of Cllr K Plow this item was not discussed

- 220.2 To consider issues relating to M4 motorway near Magor/Undy (lead Cllr N Baicher)

In the absence of Cllr Baicher this item was not discussed

## **221 Sycamore Sports Field & MUGA**

- 221.1 To note receipt of Planning Approval for DM/2019/01753 from Monmouthshire County Council and the conditions contained therein

The Clerk outlined her written report on Sycamore Sports Field & MUGA, circulated to Members prior to the meeting.

A discussion ensued and Council considered the conditions contained in its planning approval for the MUGA. It was suggested to contact Mon CC to ascertain if Council could use the MUGA in the meantime on assurance that floodlighting would not be used.

In relation to the landscape plan the Clerk outlined the potential to apply for grant funding for landscaping but advised Members they would need to be mindful that if the grant application was unsuccessful the cost for the implementation of the landscape plan, should Council approve it, would take Council over its Sycamore Sports Field & MUGA budget, and they would need to consider virement of funds from another budget.

**RESOLVED:**

- *To receive the Clerk's Report on Sycamore Sports Field & MUGA*
- *To note that floodlighting can only be used between the hours of 16.30pm and 21.00pm and set the curfew switch accordingly*
- *To approve quotation from South Wales Sports Ground Ltd to fit baffles to the floodlights to reduce the lighting levels at a cost of £2,450 [LGA (Misc Prov) Act 1976 s.19(b)]*
- *To approve the landscaping plan, drawn up by the Clerk in conjunction with Council's current landscaping/grass cutting contractor for submission to Monmouthshire County Council*

221.2 To note Health & Safety issues in respect of the Sports Field and action taken or required.

The Clerk outlined item 12.2 of her written report on Sycamore Sports Field & MUGA, circulated to Members prior to the meeting.

During the discussion on signage proceedings were suspended to allow Kari Davies to participate.

The Clerk also advised Members that signage would be required for its play parks prior to re-opening on 20/07/20.

**RESOLVED:**

- *To purchase and install 'Do not climb' signs for MUGA 3 x A2 signs at the MUGA and 4 x A3 signs at Council's play parks at a cost of approximately £159 [LGA (Misc Prov) Act 1976 s.19(b)]*
- *To request a quotation from South Wales Sports Grounds Ltd to tarmac the gravelled area of footpath to join up the existing tarmac paths for improved access at Sycamore Fields*
- *To accept quotation from Llanvair Landscapes, as Council's current grass cutting/landscape contractor for immediate flailing and spraying with systemic weed killer poisonous and aggressive weeds at Sycamore Fields at a cost of £800 [OSA 1906 s9-10]*

221.3 To receive report on the MUGA, and draft landscaping proposal for the Sycamore Sports Field site and agree any actions

*See Item 221.1 above*

221.4 To consider and agree hire and licence fees

Council considered hire fees for use of the MUGA at £2.50 per court per hour and an additional £6 per hour for floodlights as contained in its business case submitted to Monmouthshire County Council.

A discussion ensued and Council, although mindful that fees should be reasonable as it offered no other facilities to support the MUGA, recognised general wear and tear and maintenance of the courts would be required going forward.

It was agreed to defer consideration of the long term hire fees pending an assessment of income and expenditure but in the interim, should MCC Planning agree to the use of the MUGA pending planning approval conditions being met, it would charge a fee of £2.50 per court per hour.

**RESOLVED:**

- To charge an interim fee of £2.50 per court per hour until such time as Council reviews its fees at its Annual Meeting to be held later in the year
- To defer long term hire fees pending an assessment of income and expenditure

221.5 To consider and approve Hire Agreement

**RESOLVED:** To defer this item to OM 10/08/20

221.6 To consider the draft Licence Agreement for Kari Davies Tennis and regular bookings – min 132.1 refers - 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)

**RESOLVED:** To defer this item to OM 10/08/20

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

**222 Reports (attached)**

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

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

**223 Future Meeting Content**

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

**RESOLVED:** Members to advise the Clerk of any items to be added to future meeting agendas

**224 Meeting Dates**

224.1 To consider the date of the next Council meeting

**RESOLVED:** To convene a Zoom Ordinary Meeting on 10/08/20

**225 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:**

225.1 Tenders for Works

- a. To consider tenders for Sycamore Terrace Play Area (b/f 16/3/20)
  - i. To note that tenders had been received by the closing date in March 2020,
  - ii. To consider what action is to now be taken, in order to progress these works

The Clerk advised that 5 companies had submitted tenders by the closing date and these remain unopened in the Council office due to Covid-19.

A discussion ensued and Council was mindful of the general 3 months' expiry date for quotations. It was also questioned if ROSPA or an Independent specialised Quantity Surveyor should be employed to scrutinise the tenders.

**RESOLVED:**

- *To contact the 5 companies who submitted tenders for re-submission of figures*
- *To open the tenders in accordance with Council's Financial Regulations following receipt of updated figures*
- *To make enquiries with ROSPA and if necessary obtain quotations for independent specialised Quantity Surveyor to scrutinise the tenders*
- *Defer consideration of tenders received to OM 10/08/20*

b. To consider tenders for Procurators House remedial works

- i. To consider whether it is necessary to vire monies to the Procurator House budget from another source budget

**RESOLVED:**

- *To accept the tender from Marsh & Co Tredegar for the works on the Procurators House, at the sum of £19635.38 [under Local Govt Act 1972 s144 (2)]*
  - *To Vire £10,000 from the Cemetery budget to the Procurator House budget and make every effort to rebuild the Cemetery budget in future*
- ii. To note additional project management works undertaken, as required in relation to the CADW Scheduled Ancient Monument Consent eg. measured scaled survey of structure and survey drawings

Noted

- iii. To approve payment of invoice for project management works to date, by Morgan Horowskyj Architects for the sum of £1330.40

**RESOLVED:** *To approve payment of invoice to Morgan Horowskyj Architects for the sum of £1330.40 [under Local Govt Act 1972 s144 (2)]*

The meeting closed at 9.30pm

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Chair/Vice Chair