

MAGOR WITH UNDY COMMUNITY COUNCIL

Minutes of Extraordinary Meeting of Magor with Undy Community Council held in Undy Church & Community Hall on Monday 16th March 2020 at 7pm

COUNCILLORS: Cllrs M Bisi, Cllr S Bailey (Chair), Cllr G Cook, Cllr J Crook, Cllr K Plow, Cllr S Raggett, Cllr F Taylor, Cllr J Wilson, Cllr A Zagozda

IN ATTENDANCE: Beverly Cawley – Clerk, Alison Sandiford –Admin Assistant
Sgt Damian Waite, PCO Hayley Brown (left 7.45pm)
County Councillor Lisa Dymock (7.05pm - 7.45pm)
Members of Public [3]

APOLOGIES: Cllr N Baicher, Cllr C Hopkins, Cllr D James

Min
2019/2020

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

167.1 The Chair welcomed Sgt Damian Waite and PCO Hayley Brown to the meeting.

Sgt Waite introduced himself, outlined the current policing structure for the area and provided the latest crime figures for Magor & Undy (circulated at the meeting). Sgt Waite responded to Members' questions and advised he was currently working with Undy School children to create a poster competition to tackle parking issues at the school.

Sgt Waite also advised of recent changes to Gwent Police's twitter accounts to @GPMonmouthshire and encouraged Members to report non-urgent issues via its social media desk which was staffed 24 hours.

The Chair thanked the Police Officers for attending.

167.2 Mr Steve Sudlow advised Council of a Facebook group *Covid-19 Magor & Undy Area* set up to reach out to residents during the coronavirus pandemic. County Councillor Lisa Dymock advised she had been in contact with Mon CC with a view to working in partnership with the Facebook group to establish those residents in need and ensure all necessary checks for volunteers are undertaken. Cllr Dymock offered to print and distribute the forms for residents.

167.3 Residents from Vinegar Hill voiced their objection to Plan DM/2020/00234

168 Chair's Announcements

168.1 To receive apologies for absence from Councillors – See above

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

Item 168.2 was not considered

169 Following Government guidance released earlier in the day the Chair requested Council consider suspending Standing Orders to allow it to discuss the unprecedented Coronavirus outbreak and how it can support vulnerable residents in the community and to consider emergency arrangements for Council to ensure business continuity during the outbreak.

RESOLVED: to suspend standing orders to consider the following items:

- 169.1 Council considered how it could support the local community, in particular vulnerable persons and referred to the Facebook group mentioned in the public open forum. A discussion ensued and it was stated that the Churches were due to meet and discuss this matter later in the week and that Council should work with the Churches to support their efforts.

Council recognised the sensitivity in dealing with vulnerable residents and noted that the County Councillors were liaising with Mon CC officers to devise a vetted list of volunteers in order to safeguard vulnerable residents. It was, however considered that the Council office could act as a 'virtual communications hub' to respond to residents' queries and signpost them to Government and Public Health Wales information and guidance. It was also requested if Councillors' contact details could be included in the impending publication of The Villager.

The Clerk advised she had drafted a statement for the Council Facebook page and website along the lines of previously published 'disruption' statements.

RESOLVED:

- *That Cllrs S Raggett and J Crook attend the meeting of the Churches to discuss the Coronavirus outbreak*
- *For the Council office to act as a 'virtual communications hub' to respond to residents queries and signpost them to Government and Public Health Wales information and guidance during the Coronavirus outbreak.*
- *To permit the Council office and all Councillors' contact details to be advertised in the Villager as a point of contact for residents in relation to the Coronavirus outbreak*

- 169.2 In light of recent Government Guidance Council considered in depth how it would implement emergency arrangements to safeguard its staff whilst ensuring business continuity during the Coronavirus outbreak.

RESOLVED: *to invoke the following emergency arrangements during the Coronavirus outbreak:*

- Make provision for the Clerk and Admin Assistant to work from home, including the purchase of any necessary additional laptops, mobile phones and ancillary items.
- Litter pickers to be risk assessed and if necessary be temporarily stood down on full pay
- Suspend all Council meetings until further notice
- To delegate decision making authority to the Clerk in consultation with the Chair to ensure that the Council can continue to function and carry out its duties.
- Set up an Emergency Committee with immediate effect comprising 3 Councillors (wherever possible the Chair/Vice Chair + 1) to be called by the Clerk or Admin Assistant (in the Clerk's absence) or the Chair when a decision is required that has either financial, health and safety or operational implications for Council. This committee's powers are to make agreed decisions on behalf of the Council under the prevailing circumstances and must be ratified by Full Council at the next available meeting.

Normal proceedings resumed

RESOLVED: *to only consider items of an urgent nature on the agenda and carry forward those not considered to the next available agenda.*

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

To receive any declarations of interest in items on the agenda

171 Minutes (attached)

- 171.1 To adopt the minutes of Ordinary Meeting held 10th February 2020
a) Chair to sign the minutes
- 171.2 To adopt the minutes of Planning Committee held 24th February 2020
a) Chair to sign the minutes
- 171.3 To adopt the minutes of Human Resources (HR) Committee held 24th February 2020
a) Chair to sign the minutes

Item 171 was not considered

172 Finance

- 172.1 To confirm the Bank Reconciliation of the Council's Bank Accounts to 29th February 2020

RESOLVED: to confirm the Bank Reconciliation of the Council's Bank Accounts to 29th February 2020

- 172.2 To approve list of payments, circulated at the meeting

PAYMENTS

Payee	Description	Net	VAT	Gross
Various	staff salaries	4,725.64		£4,725.64
Various	statutory deductions	2,805.81		£2,805.81
ICO	Data Protection renewal fee	40.00		£40.00
Terralec Ltd	stage lighting - grant	1,062.46	212.49	£1,274.95
Viking Direct	stationery	73.33	14.67	£88.00
Arien Designs Ltd	notice board	1,863.00	372.60	£2,235.60
Mon CC	skate park lease	75.00		£75.00
Barclays Bank	commission	20.95		£20.95
Merlin Waste	dog bin maintenance	562.50		£562.50
Gwent Wildlife Trust	Warriors grant	1,000.00		£1,000.00
Magor CiW Primary School PTFA	grant	320.00		£320.00
Gear 4Music Limited	music stands - grant	249.76	11.98	£261.74
British Telecom	telephony	36.99	7.39	£44.38
Microshade Business Consultants	off-site storage & IT support	94.90	18.98	£113.88
Restore Datashred Ltd	Confidential waste	48.00	9.60	£57.60
Harrison Packaging	dog waste bags	180.00	36.00	£216.00
Alison Sandiford	mileage	31.59		£31.59
Solutions IN Technology	telephony	108.98	21.80	£130.78
K Plow	mileage	17.46		£17.46
Undy Church & Community Hall	hire 16/03	20.00		£20.00
Chepstow Accountancy	salary administration	27.50		£27.50
TOTAL INVOICES				£14,069.38

RECEIPTS

	Description	Net	VAT	Gross
Barclays Bank	Loyalty Award			4.08
TOTAL RECEIPTS				£4.08

RESOLVED: to approve list of payments

172.3 To approve travel expense claim from A Boyland in respect of meeting with WAO 21/1/20 (b/f OM 10/2/20)

RESOLVED: to approve travel expense claim from A Boyland in the sum of £28.00

172.4 To approve release of interim payment 03 to South Wales Sports Grounds in the sum of £23,131.78 + VAT

RESOLVED: to approve release of interim payment 03 to South Wales Sports Grounds in the sum of £23,131.78 + VAT

172.5 To approve payment of invoice from Magor Printers for hymn sheets for Commonwealth Day at a cost of £150

RESOLVED: to approve payment of invoice from Magor Printers at a cost of £150

173 Correspondence

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

173.2 To note correspondence from Dudley Taylor Pharmacies Ltd in respect of Magor Square Pharmacy opening hours

Item 173 was not considered

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

174.1.1 **DM/2020/00135** – Retrospective planning. A single storey rear extension was erected under permitted development rules which meant the existing timber outbuilding is within 1.50m of the new extension. It was requested by the planning office that retrospective permission be sought to validate the erection of the outbuilding. The outbuilding is fixed in position and to re-locate it would incur significant costs to the homeowner – 3 Wheatsheaf Court, Magor (by 20/3/20)

RESOLVED: to approve

174.1.2 **DM/2020/00234** – Erection of 3 x 4-bed detached Residential dwellings – Pathways, Vinegar Hill, Undy (by 17/03/20)

RESOLVED: to refuse on the following grounds:

- Overbearing
- Overlooking adjacent properties
- Vehicular access/egress issues at bend in road on Vinegar Hill
- Increase of traffic on Vinegar Hill causing potential increased danger to pedestrians, cyclists and horse-riders etc

174.1.3 **DM/2020/00323** – Proposed single storey rear extension and sun room – High Grove, Main Road, Undy (by 27/03/20)

RESOLVED: to approve

174.2 To note Mon CC weekly new and decided planning lists

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

Noted

174.3 To note Mon CC Temporary Street Closure Order, Town Police Clauses Act 1847: The Square, Magor, Monmouthshire - Friday 08/05/20: 09:00 – 22:00

Noted

175 Consultations (attached)

175.1 Mon CC: Proposed removal of 9no Public Payphones (BT) across Monmouthshire (to include

Magor Square) (by 14/04/20)

RESOLVED: to request BT do not remove the public payphone in Magor Square

175.2 South East Wales Transport Commission: Transport in South East Wales

<https://haveyoursaysewt.commonplace.is/>

This item was not considered

175.3 Independent Remuneration Panel for Wales: Draft supplementary report 2020 to 2021 – proposal of values relating to the reimbursement of cost of care

<https://gov.wales/independent-remuneration-panel-wales-draft-supplementary-report-2020-2021> (by 09/04/20)

This item was not considered

175.4 Wales Audit Office – Future Audit Arrangements for Community Councils in Wales

https://www.audit.wales/sites/default/files/download_documents/Future_Audit_Arrangements_Community_Councils_consultation_English.pdf (by 19/03/20)

This item was not considered

176 Financial Assistance (b/f OM 10/02/20)

176.1 To consider and agree application for grant funding under Local Community Support Grants
a) Magor Action Group on Rail (MAGOR)

Council considered an application for funding from MAGOR to support day to day running costs.

RESOLVED: to donate £500 to Magor Action Group on Rail (LG&RA 1997 s26)

177 Highway Issues (attached) (b/f OM 10/02/20)

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

177.2 To Consider issues relating to M4 motorway near Magor/Undy (lead Cllr N Baicher)

Item 177 was not considered

178 One Voice Wales (OVW)

178.1 To note copies of reports commissioned by Cllrs James & ex-Cllr Boyland on behalf of the Council have now been received by the Chair (Min 66.2 OM 09/09/19)

178.2 To note OVW Innovative practice Annual Awards Ceremony - 26.3.20 at Hafod a Hendre Building, Royal Welsh Showground – Cllr K Plow to attend (Min 135.1 OM 13/01/20)

178.3 To note correspondence from OVW RE: Monmouthshire Community Boundary Review – Request for Fresh Review (attached)

178.4 To consider renewal of OVW membership for 2020/21 at a cost of £856

Item 178 was not considered

179 Procurators House (attached)

179.1 To consider correspondence and quinquennial Inspection report from Morgan & Horowskyj Architects LLP and agree any actions.

Council considered the above correspondence and quinquennial Inspection report from Morgan & Horowskyj Architects LLP

RESOLVED: to accept the quinquennial report and authorise Morgan & Horowskyj Architects LLP to obtain all relevant quotations for reparation works

- 179.2 To approve payment of invoice from Morgan & Horowskyj Architects LLP for quinquennial Inspection report in the sum of £650 + VAT
RESOLVED: to approve payment of invoice from Morgan & Horowskyj Architects LLP in the sum of £650 + VAT
- 180 Independent Remuneration Panel for Wales (IRPW)**
- 180.1 To receive and adopt the [Independent Remuneration Panel for Wales: annual report 2020 to 2021](#)
- a) To note a Council resolution is required in relation to determinations 43, 44, 45, 46, 47, 49, 50
 - b) To consider item 13.38 of the Annual Report:
 - i. when the payment is to be made to the member (determinations 42, 43, 49, 50).
 - ii. how many payments the total amount payable is broken down into;
 - iii. and, whether and how to recover any payments made to a member who leaves their role during the financial year
- Item 180 was not considered*
- 181 Monmouthshire Replacement Local Development Plan 2018-2033 Preferred Strategy Consultation and Second Call for Candidate Sites**
<https://www.monmouthshire.gov.uk/planning-policy-current-consultations/> (by 22/04/20)
- 181.1 To consider Mon CC response regarding potential inclusion of land at Pennyfarthing Lane (Min 25.1 PC 24/01/20)
RESOLVED: to note Mon CC response and register land at Pennyfarthing Lane for inclusion in the Monmouthshire Replacement LDP 2018-2033
- 181.2 To consider correspondence from Undy & Magor Cricket Club re: land at Knollbury for potential cricket/rugby pitches
RESOLVED: to support Undy & Magor Cricket Club registering land at Knollbury for potential cricket/rugby pitches in the Monmouthshire Replacement LDP 2018-2033
- 181.2.1 To consider correspondence from Magor RFC re: 14.2 above
RESOLVED: to support Magor RFC registering land at Knollbury for potential cricket/rugby pitches in the Monmouthshire Replacement LDP 2018-2033
- 182 The Elms Ward**
- 182.1 To note casual vacancy
This item was not considered
- 183 Reports (attached)**
- 183.1 To receive the Clerk's Report and update in respect of on-going issues and agree any actions
The Clerk advised Members of a quotation received from South Wales Sports Grounds to reinstate a previous car parking area around the tennis courts at a cost of £612 + VAT
RESOLVED: that the Clerk in conjunction with Cllr G Cook clarify the quotation from SWSG and if satisfied accept the cost of £612 + VAT to re-create car parking area at the tennis courts
- 183.2 To receive reports from Council's representatives on External Bodies and agree any actions
- 183.3 To receive VE Day 75 Project Workshop Report
Items 182.2 and 182.3 were not considered

184 Future Meeting Content

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

This item was not considered

185 Meeting Dates

- Allotment holders meeting – Monday 23th March 2020, 7pm at Ebenezer Baptist Church
- Ordinary Meeting – Monday 6th April 2020, 7pm at Ebenezer Baptist Church

RESOLVED: *to suspend all Council meetings until further notice*

186 To Resolve - 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:

186.1 To consider tenders for Sycamore Terrace Play Area

186.2 To consider correspondence from Cllr F Taylor

Item 186 was not considered

The meeting closed at 8.55pm

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Chair/Vice Chair