

NATIONAL LIVING WAGE & NATIONAL MINIMUM WAGE

The UK Government have announced the rise in the National Minimum Wage and National Living Wage from April 2021.

For the first time, more younger people will be eligible for the National Living Wage, as the age threshold will be lowered from 25 to 23.

In full, the increases are:

- National Living Wage (23+) to increase from £8.72 to £8.91
- National Minimum Wage (21-22) to increase from £8.20 to £8.36
- National Minimum Wage (18-20) to increase £6.45 to £6.56
- National Minimum Wage (under 18) to increase £4.55 to £4.62
- Apprenticeship Wage to increase from £4.15 to £4.30

Please visit the GOV.UK website for further information.

<https://www.gov.uk/government/news/uk-government-announces-pay-rise-for-millions-of-people>

**LOCAL GOVERNMENT (WALES) ACT 1994 THE LOCAL AUTHORITIES (PRECEPTS) (WALES)
REGULATIONS 1995 - Determination of Payment Schedule**

CABINET MEMBER: County Councillor P Murphy
AUTHOR: Jonathan S Davies – Finance Manager

CONTACT DETAILS

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Decision:

That the following schedule of payments is determined:

- (i) The Police Authority precept is paid from the Council Fund by twelve monthly equal instalments on the third Tuesday in each month.
- (ii) The Community Council precepts are paid by three equal instalments on the last working day in April, August and December in each year.

Proposals to increase the number of Primary School places in Caldicot Town

Monmouthshire County Council's Cabinet agreed on the 16th December 2020 to commence statutory consultation on proposals to increase the number of Primary School places in Caldicot Town.

The Council proposes to increase the number of Primary School places within Caldicot Town by:

- 1) Increasing the capacity of Archbishop Rowan Williams Church in Wales Primary School from 210 school places to 280 school places
- 2) Increasing the capacity of Dewstow Primary School from 210 school places to 280 school places

Statutory consultation on the proposals will commence on the **18th January 2021** and will last a total of 42 days, concluding on **2nd March 2021**. The Council has developed a consultation document, which can be accessed via the Monmouthshire County Council website, and specifically via the following link

<https://www.monmouthshire.gov.uk/schoolreorganisation/>

A hard copy of the consultation document can be provided on request by emailing strategicreview@monmouthshire.gov.uk.

You are encouraged to take some time to study the consultation document prior to submitting your formal response to this consultation. If you have any comments, observations and / or concerns in relation to the proposal, it is important that you let us know by completing our on-line response proforma, which can be accessed through our website at <https://www.monmouthshire.gov.uk/schoolreorganisation/>

It is very important that you share your views on this consultation prior to the consultation closing date of **2nd March 2021**, making sure that your response clarifies whether you support or object to the proposals. All views expressed throughout the consultation period will be considered in deciding next steps, so it is imperative that you take some time to share your views.

Following the conclusion of the statutory consultation process Monmouthshire County Council's Cabinet will receive a further report on the 7th April 2021 and decide on the next steps to be taken. Should the Cabinet undertake a decision to proceed with proposals, statutory notices will be published providing a 28 day notice period for formal objections to be made.

I look forward to receiving your observations. Please remember that all responses must be received by the Council no later than **2nd March 2021**.

Via email dated 18 Jan 2021 18:04 Jones, Matthew D.

Notes of Policy Workshop held at 7.45pm on Monday 18th January 2021 via Zoom

Present: Cllr N Baicher, Cllr S Bailey, Cllr G Cook, Cllr J Crook, Cllr D James, Cllr P Kirkham,
Cllr K Plow, Cllr S Raggett, Cllr J Wilson
Alison Sandiford, Admin Assistant

Apologies: Cllr M Bisi, Cllr C Hopkins, Cllr F Taylor,
Beverly Cawley, Clerk

An in-depth review of the following Policies, circulated prior to the workshop was undertaken together with an explanation of any changes highlighted in red.

- Standing Orders
- Financial Regulations
- Audio Recording of Meetings - see below*
- Code of Conduct
- Complaints
- Dignity at Work
- Disciplinary & Grievance
- Equal Opportunities
- Freedom of Information
- General Privacy Notice
- Grant Funding
- Health & Safety
- Information & Data Protection Policy
- Local Resolution
- Lone Working
- Overtime
- Press, Media & Publicity
- Publication Scheme
- Safeguarding
- Sickness Policy
- Social Media
- Unacceptable Actions by Individuals

The Admin Assistant responded to members' questions as they arose.

It was agreed for the Admin Assistant to amend the policies as per the recommendations from the Workshop prior to re-circulation and adoption at the Ordinary Meeting scheduled for 8th February 2021.

Ref: Audio Recording of Meetings* - It was agreed to recommend to Council that this policy becomes permanently defunct.

The workshop closed at 8.45pm

MAGOR WITH UNDY COMMUNITY COUNCIL CLERK'S & OFFICE UPDATE

JANUARY/FEBRUARY 2020:

- **NOTE:**

- The below list is just an indication of some of the things that we have been doing – the list is not exhaustive and by no way complete.

- **GENERAL:**

- Ordinary Meeting – hosting and preparatory work
- Emergency Committee Meeting – hosting and preparatory work
- Extraordinary Meeting – hosting and preparatory work
- Policy Working Group – hosting and preparatory work
- Play Park Working Group – hosting and preparatory work
- MUGA Working Group – hosting and preparatory work
- Inspected MUGA Courts and grounds following flooding over Christmas
- Made enquiries for Undy Memorial Hall regarding grants for AED, and about possible obsolete equipment and facilities at Undy C&C Hall that could be transferred across.
- Hosted Residents against Speeding via Zoom.
- Attended the Mon CC Consultation & Engagement evening, via zoom, on the Replacement Local Development Plan Growth & Spatial Options. The event explained the various options up for consideration under the headings of 'Growth' and 'Spatial', and which of the options were the Council's preferred options and the reasoning and rationale behind the preferences. One of the 'Spatial' options would have a huge impact on the Severnside settlements, concentrating the majority of development along the Magor, Undy, Rogiet and Caldicot corridor. Whereas the Council's preferred 'Spatial' option was to distribute development evenly across the County's main settlements as well as other village communities.
- Wrote to Natural Resources Wales regarding flooding in December 2020
- Liaised with Chair regarding letter of concern to WG Minister regarding Covid-19 vaccination programme.
- Attended a site meeting with Mon CC Officer in respect of siting the Welcome Signs, looking at the works required to enable installation and completion
- Made some enquiries in relation to items scheduled for the February agenda and Play Park Working Group ie up-lighting, list of play equipment at each site.

- Updated the asset register and insurance schedule with new play equipment and safety surfacing.
- Undertook enquiries with Sutcliffe Play regarding safety surfacing path width following Play Park Working Group meeting. Confirmed 1.5m width.
- Undertook survey for HM Land Registry in respect of Community Council owned land/property. HMLR are targeted with ensuring all publicly held land is registered by 2025, and with a view to removing the reliance of Local Authorities on paper deeds. Currently only 87% of freehold interests in land are registered. In many cases deeds are held, but they are not registered with HMLR especially if title has been held for long periods of time. For example we have deeds, conveyancing documents etc for 'land at Llanvihangel Rogiet (Undy Allotments) dated 1905, 1915 and 1959. But these are not registered with HMLR as all dealings were made before HMLR came in to being - there hasn't been a transaction to trigger the requirement to register since it became compulsory.
- Liaised with the internal auditor regarding the licence for groups and organisation using the MUGA on a regular basis. Also queried two of the actions required in respect of the RBS Financial package system.
- Attended the Monmouthshire County Council 'Members Workshop, on B4245' chaired by C.Cllr Lisa Dymock. Officers shared what information they had and progress made so far, we discussed the WG Active Travel scheme where Rogiet to Undy was classed as a Primary route, where there is a need for a cycle and footway.
- Site visit to Sycamore Terrace Play Park, to view problem with new round-a-bout. Placed out of order signage. Reported fault arising from 'overloading' of roundabout. To be repaired under warranty. Company confirmed outstanding 'inclusive' swing had arrived and would be exchanged/fitted.
- To note - Clerk has experienced major issues with electricity and internet during January, as well as mobile phone connectivity.

PLAY PARK WORKING GROUP MEETING

THURSDAY 28TH JANUARY 2021 AT 7PM – 8.40PM VIA ZOOM.

Present:

Cllr Sally Bailey
Cllr Keith Plow
Cllr Neeta Baicher
Cllr John Crook
Catherine Baker
Danielle Cadden
Beverly Cawley (Clerk)

Welcome: - To look at future requirements

Cllr Bailey chaired the meeting, and suggested that members look at one play park area at a time, discuss it and then summarise at the end of the meeting.

Finances

Clerk updated members on various finances

1. Play Park repair budget
 - a. 2020/2021 - £1,300 (approx.)
 - b. 2021/2022 - £1,000
2. Play Park New Equipment budget
 - a. 2020/2021 - £27,144
 - b. 2021/2022 - £20,000

Sycamore Terrace Play Park.

Members confirmed that feedback from residents regarding the new play equipment was very positive. The new safety surface was soft and comfortable, but noted current difference in surface and grass levels. It was noted that there were one or two very muddy sections where the new safety surface did not join up to old safety surfaces.

It was noted that the Bo-Beep multi-play unit for the very young children was shabby. The clerk confirmed that a quote had been received from Mon CC to clean, rub down steel and paint the unit and clean the safety surfacing at a cost of £864.

Members also noted that the new round-a-bout was out of order as a flange on the bearing had sheared – possibly due to misuse (weight) – it is under warranty and the new part ordered. The inclusive swing seat had now been installed.

The clerk advised that she had asked Sutcliffe Play for a quote to remove the old swing unit and adventure trail and replace them and install new safety surfacing – including replacement of all carpet type safety surfaces with the new version and a link between all areas. A plan was shared together with the estimate of £33,001

It was noted that the cast iron drainage cover needed to be addressed going forward.

Millfield Play Park

Members noted generally that this park equipment was in good order, but could benefit from a clean. It was noted that space was an issue on this site, but that it might be able to accommodate a new piece of kit in the future.

It was noted that the cast iron drainage cover needed to be addressed going forward.

Undy Play Park

Members noted the overhanging vegetation growth from the railway was in need of attention, and that the fence-line needed to be improved to reduce the effect of rabbits burrowing under and destroying the grassed areas.

Members commented on the fact that there appeared to be areas of safety surfacing, with no equipment. The clerk confirmed that this was as a result of several 'A' swings being removed for safety reasons, but they had been replaced with a bank of 4 swings in April 2016. Council had also invested in a new round-a-bout and motorcycle springer in May 2013 and a trampoline in October 2016.

Members noted that the majority of the play equipment was in good repair, and noted too that there was sufficient room to install further equipment.

Undy Half Pipe Skate Park Ramp

Members noted that the skate park was used daily, but probably by only a few young lads who had confirmed that the ramp at Caldicot was 'no good'.

Members felt that the ramp needed resurfacing/repainting to bring it up to standard (the lads had confirmed that the ramp was currently slippery).

It was also noted that there is easy access to the area under the ramp, and that perhaps this needs to be blocked off with metal sheeting or grid to prevent it being used for dubious purposes.

Members noted that the fence-line against the railway was in need for removing and replacing, as it was beyond repair.

Feedback from residents was that they felt the ramp was too daunting for the younger children and that they would benefit from a smaller system of ramps, which the older children could also use.

Clerk advised that she had contacted a local representative from a company 'Urban Recreation' to give his opinion as to what would be required to bring the ramp up to standard, and if it was still fit for purpose.

Summary

Short Term:

1. Members wished to complete works at Sycamore Play Park.
 - a. Replace all old safety surfacing with new, and with connecting surface of 2m width
 - b. Replace old swing unit and adventure trail with new
 - c. Clean, rub down and paint Bo-Beep Multi-Play unit using the 2019/2020 repair budget
2. Members wished to clean equipment and safety surfacing at Millfield Play Park.

Medium Term:

1. Members wished to bring Skate Park ramp up to standard, and block-off access to the underneath area
2. Members wished to improve/enhance Undy Play Park in the near future.
3. Members to undertake a survey and/or poll regarding the usage and wish list for Undy Play and Skate parks.

Long Term:

1. Members wished to replace carpet safety surfacing with new rubberised system at Millfield Play Park.
 2. Members wished to install a picnic table at Millfield Play Park at some point in the future
 3. Members wished to install a picnic table at Undy Play Park at some point in the future
 4. Members wished to consider isolating the drainage covers at Sycamore & Millfield Play Parks to improve safety.
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Actions

1. That the clerk liaises with Sutcliffe Play to ensure that the links of safety surfacing between units is at least 2 metres wide and for him to re-quote if necessary.
2. That the clerk obtains a new quote from Mon CC for them to clean the equipment and safety surfacing at Millfield Park the same time that they undertake the clean of the Bo-Beep Multi-play unit at Sycamore.
3. Clerk write to Mon CC in respect of Rockfield/Vinegar Hill development s.106 monies destined for play park provision, to ask if it is still intended that monies will be used for large play park facilities rather than several smaller units, and whether monies could be used to develop an existing play park such as Undy Play Park.

Recommendations

- a. That the Council resolve to complete the works at Sycamore Play Park by replacing all old carpet safety surfacing with new rubberised system, and link all units with a 2m wide rubberised system path, and that it replace the old swing unit and adventure trail with new.
 - i. That under Financial Regulation No 11.1.a.iv the Council use Sutcliffe Play to ensure continuity of materials used in respect of rubberised safety surfacing etc.
 - ii. That the remainder of the 2019-2020 Play Park New Equipment budget of £27,144 is used, and that unused Christmas Light budget and/or Car Park enhancement budget is vired to make up any difference.
- b. That the Council resolve to use Monmouthshire County Council to clean, rub down steel and repaint the Bo-Beep Multi Play unit at Sycamore Terrace, and clean the units and safety surfacing at Millfield Play Park.
 - i. That the 2019-2020 Play Equipment repair budget be used, and any shortfall be vired from the General Repair budget.
- c. That Council resolve that the 2020-2021 Play Park New Equipment budget of £20k be used exclusively for the Undy Play and Skate Parks.

Further to Cllr Taylors call (at Extraordinary Meeting 18th January 2021) for a written explanation be made by the Clerk as to why, Cllr Hopkins' verbal motion could not be discussed at the Ordinary Meeting on 11th January 2021.

1. During the agenda item 17.1 *"To accept proposals from Councillors for items to be included at future meetings"* Cllr Hopkins wished to discuss and raise issues regarding the Covid-19 immunisation programme. She had concerns about Welsh Governments performance in relation to the distribution of the vaccine, and that very little specific information had been received. She asked Council to write to Welsh Government expressing their concern and dissatisfaction.
2. The Clerk advised that the matter was not up for discussion at the meeting (11/01/21) as the Motion was not an agenda item.
3. Cllrs Taylor and Bisi advised that Standing Orders could be suspended in order to discuss. The Clerk advised this not to be the case, but was told to check the standing orders. SO 26(a) states *"All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item **on the agenda for a meeting**"*
4. Cllr Taylor claimed that ALL standing orders had been suspended when Council agreed to carry on business beyond 9pm. There was no mention of **ALL** standing order being suspended – Council resolved to "suspend standing orders" at 9pm. Standing Order 3(w) states *"A meeting shall not exceed a period of 2 hours, unless at the discretion of the Chair"*. Council very often invokes this standing order when the meeting approaches 9pm and there are still agenda'd items to be discussed. This is clearly reflected in Council's minutes – "Standing Orders were suspended to allow the meeting to continue past 9pm"

If **ALL** standing orders were suspended it would mean that Council would no longer need to abide by any of its rules for all items considered past 9pm. This would be irresponsible and should this ever occur, Council would need to justify its decision for doing so with its reasons clearly in the minutes for audit purposes.

5. The clerk commenced checking the standing orders and read out standing order 9.b *"No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting."*
6. Cllr Taylor stated there was a standing order that allowed members to suspend standing orders - all accept mandatory statutory standing orders (Cllr Bisi concurred). SO 26(a) clearly states the item must be "on the agenda for a meeting" in order to suspend.
7. The Clerk continued to check for the standing order referred to by Cllrs Taylor and Bisi.
8. Cllr Taylor made several references to Monmouthshire County Council being able to discuss items not on the agenda by suspending all standing orders. Members continued to discuss the item, and subsequently agreed to hold an Emergency Committee meeting the following day (12/01/21).
Mon CC and Magor with Undy CC are different levels of local authority and each will have its own set of rules (standing orders).
9. The meeting closed.

At the Emergency Committee meeting on the 12th January 2021 the clerk advised members of several things:

1. That standing order **9.b** as advised the night before *"No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting."* and standing order **26.a** *"All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting."* Prevented members from discussing a motion that was not on the agenda the previous evening.
2. That the Emergency Committee was the incorrect platform to discuss Cllr Hopkins' Motion, as the Terms of Reference for the Emergency Committee were to discuss issues that had either direct financial, health and safety or operational implications for Council, as standing order 9.a states: *"A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents."*

The clerk advised that the motion should have been scheduled for the next Ordinary meeting, or an Extraordinary Meeting.

Members of the Emergency Committee agreed for the Clerk to call an Extraordinary Meeting.

Notes for One Voice Wales Meeting held 21st January 2021

Author: Cllr Keith Plow (Cllr Penny Kirkham also in attendance)

1. Kyle Robinson from HM Land Registry gave a presentation.
We need to ensure all land we own or think we own but have no backing papers is confirmed to Kyle as soon as possible.
HMLR have a deadline of 2125 to complete the tasks.
There have been parcels of land snatched by various organisations for their own purposes. Once registration of land has been confirmed by HMLR it will stop/prevent this process – in the long run, it will improve Grant Funding if Councils are able to provide evidence of ownership.
2. There are strong moves towards everyone having Identity Cards.
3. OVW will increase the virtual Training Program in view of using Online facilities, and it will be cheaper.
4. Use "The Understanding Welsh Places" website, for comparison to our Magor/Undy, it might throw up areas of weakness and opportunity?
5. The "Councillors Emoluments" (remunerations) are still unresolved in terms of tax or no tax? HMRC are still considering what to do, in terms of leaving it tax free? Some Councils have put Councillors on their payroll, and they are taxed accordingly. OVW are still liaising with HMRC – the whole system is a mishmash, like a lot of changes.
6. With Unitary Authorities making Budget Savings, some Councils are discussing these with their Unitary Authorities to help put on hold Council Tax rises (Newport is one of these).
7. There is still only one Council in our area not a member of OVW - Rogertone.

ISSUE FOR DISCUSSION:

Covid-19 Families-Wales

I received a direct request from a local resident:

"Dear Sir/Madam

I am writing on behalf of COVID-19 Families-Wales (part of Covid-19Families UK).

On 23rd March 2021 (the anniversary of the start of the first UK lockdown on 23 March 2020) we are preparing to remember those who lost their lives to COVID-19 in Wales.

To commemorate that day, iconic buildings across Wales, such as Caerphilly Castle, Conwy Castle the Liberty Stadium and many more buildings will be lit up yellow.

In Wales we would like to light up as many castles and iconic buildings as possible and request your consideration to light up Magor

I look forward to your positive response in memory of those lost in our local areas and across Wales."

BACKGROUND:

This local resident lost her husband to Covid-19 and is asking that the Community Council participate in the event being promoted by "Covid-19 Families Wales" on 23rd March (anniversary of the first lockdown) to remember those who have died of Coronavirus, and the family and friends they leave behind.

Iconic buildings across Wales are to be lit up in yellow.

BUILDINGS ETC ALREADY COMMITTED: -

Castles :- Caernarfon, Caerphilly, Castell Coch, Conwy , Flint

Newport Civic Centre - Liberty Stadium, Swansea - Redhouse, Merthyr - Llangefni

Council HQ - Celtic Gateway Bridge - Menai Suspension Bridge - Yellow Heart

Flower Bed Cardiff

RESPONSES AWAITED:-

Caldicot Castle - Margam Park Castle - Cardiff Castle - Newton Church -

Portskewett High Street - Tredegar Clock - DVLA - Parc and Dare RCT -

Principality Stadium - Powys, Treorchy and Prestatyn - Flower beds in Porthcawl

1-minute silence for any matches taking place

PROPOSAL(S) FOR DISCUSSION:

1. I propose that the Community Council support the 'Covid-19 Families – Wales' event by lighting up, either the Procurators House, the War Memorial, or liaising with the Magor Ministry Area to light up St Mary's Church Magor.
2. I propose that the Community Council consider something more permanent, perhaps in the form of a memorial bench, that could be suitably sited in a restful area, where daffodil bulbs (*yellow*) could also be planted, the National Flower of Wales that traditionally flowers in March, the month of the first lockdown.
3. I propose that any cost in delivering the two proposals is met from the Community Council's 'Emergency Funds Budget' as this would be an 'out of budget' expenditure.

DESIRED OUTCOME / BENEFITS OF PROPOSAL

1. To show our continued support, to the Community, for those affected by Covid-19
2. To deliver our support by lighting up a building in Magor and/or Undy on 23rd March 2021.
3. To deliver long term support by providing a memorial bench at a suitable site central to the community.