

**Bank Reconciliation Statement as at 28/02/2021  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	28/02/2021		14,105.79
			<u>14,105.79</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
13/01/2020 106041 Cllr N Baicher		37.50	
09/06/2020 106089 Cllr A Zagozda		37.50	
10/09/2020 106106 Cllr A Zagozda		75.00	
			<u>150.00</u>
			13,955.79
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			13,955.79
		<b>Balance per Cash Book is :-</b>	<b>13,955.79</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 01/03/2021

Magor with Undy Community Council

Page 1

Time: 10:59

**Bank Reconciliation Statement as at 28/02/2021  
for Cashbook 2 - General/Reserve**

User: BEVERLY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
General Reserve Fund	31/01/2021		228,746.96
			<u>228,746.96</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			228,746.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			228,746.96
		<b>Balance per Cash Book is :-</b>	<b>228,746.96</b>
		<b>Difference is :-</b>	<b>0.00</b>

# Magor with Undy Community Council

February/March 2021

## PAYMENTS

Payee	Description	Net	VAT	Gross
Cllr N Baicher	Remuneration	37.50		£37.50
Cllr S Bailey	Remuneration	287.50		£287.50
Cllr Mario Bisi	Remuneration	37.50		£37.50
Cllr G Cook	Remuneration	162.50		£162.50
Cllr C Hopkins	Remuneration	37.50		£37.50
Cllr D James	Remuneration	37.50		£37.50
Cllr P Kirkham	Remuneration	37.50		£37.50
Cllr K Plow	Remuneration	37.50		£37.50
Cllr S Raggett	Remuneration	162.50		£162.50
Cllr F Taylor	Remuneration	37.50		£37.50
Cllr J Wilson	Remuneration	37.50		£37.50
Cllr A Zagozda	Remuneration	37.50		£37.50
Barclays Bank	Commission	13.70		£13.70
SLCC	Membership	317.00		£317.00
British Telecom	telephony	36.99	7.39	£44.38
Solutions IN Technology	telephony	108.98	21.80	£130.78
Monmouthshire County Council	lease - skate park	75.00		£75.00
Zoom GB	monthly fee	14.39		£14.39
Konica Minolta	photocopier rental	143.31	28.66	£171.97
Konica Minolta	photocopier - copy cost	0.32	0.06	£0.38
SSE SWALEC	electricity - floodlighting	100.37	5.01	£105.38
Chepstow Accountancy	salary admin	27.50		£27.50
Various	staff salaries	4,824.64		£4,824.64
Various	statutory deductions	2,959.08		£2,959.08
Hadyn Jones	gravel re g/m allotments	21.15	4.23	£25.38
Microshade Business Consultants	off-site cloud storage	94.90	18.98	£113.88
<b>TOTAL INVOICES</b>				<b>£9,773.46</b>

## RECEIPTS

	Description	Gross
Jonathan Davies	allotment rent	12.00
Barclays Bank	Loyalty Reward	1.93
<b>TOTAL RECEIPTS</b>		<b>£13.93</b>

Members revisited the issue of bespoke uniform for the Village Warden/Litter Pickers, and considered the option of embroidered or heat transfer text/logo. Members considered issuing per person the following items: x3 bespoke polo shirts, x1 Hi Viz waistcoat, x1 fleece, and x1 Hi Viz Coat for next winter. Members also considered issuing the office staff with x1 fleece and x1 Hi Viz waistcoat.

**Resolved:** That the Committee recommend to Full Council, that the office works out the costs to supply the bespoke uniforms, as discussed, for x4 litter picker/village wardens and x2 office staff, for inclusion in the 2021/2022 budget.

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### **Prices from Alexandra Workwear**

#### **Litter pickers/village wardens (4 staff)**

##### **X12 - Polo shirts**

£13.99 each plus £3.49 embroidery on top left breast  
= £17.48 each (total £209.76)

##### **X4 - Hi-Viz Waistcoat**

£3.99 each plus £3.49 embroidery on back between Hi Viz bands  
= £7.48 each (total £29.92)

##### **X4 - Hi Viz Jackets**

£22.49 each plus £3.49 embroidery on back between Hi Viz bands  
= £25.98 each (total £103.92)

##### **X4 - fleece**

£15.99 each plus £3.49 embroidery on top left breast  
= £19.48 each (total £77.92)

**SUB TOTAL: £421.52**

#### **Office (2 staff)**

##### **X2 Hi-Viz Waistcoats**

£3.99 each plus £3.49 embroidery on back between Hi Viz bands  
= £7.48 each (total £14.96)

##### **X2 - fleece**

£15.99 each plus £3.49 embroidery on top left breast  
= £19.48 each (total £38.96)

**SUB TOTAL: £53.92**

**GRAND TOTAL: £475.44**



Second Wire on War Memorial to secure Poppy Wreaths – Budget £700

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EMAIL:

Tue 02/03/2021 15:26

Hi Beverly

The cost of these wires would be £180 plus VAT for each run including fitting irrespective of whether they go on the short recess width, or on the long bottom step.

Hope this helps.

Best regards

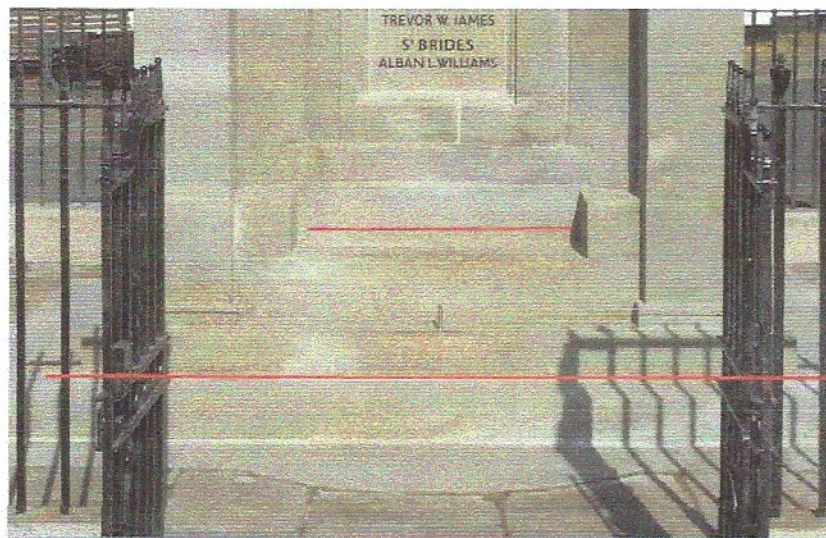
Philip Blyth

*Mossfords*

*Memorial Masons Since 1821*

473-475 Cowbridge Road West  
CARDIFF  
CF5 5TF  
029 2059 3245  
[www.mossfords.com](http://www.mossfords.com)  
[www.warmemorialconservation.com](http://www.warmemorialconservation.com)

Therefore, to have wires on x4 sides the total cost would be £720. (£20 over budget)



Re: Litter & Fly-tipping Prevention Plan for Wales

The Welsh Government is currently consulting on its new Litter & Fly-tipping Prevention Plan for Wales. The document provides an overview of the current position in Wales in relation to littering and fly-tipping, the measures which have already been introduced to address these issues and what it believes needs to happen next. The consultation can be accessed via the web link below:

<https://gov.wales/litter-and-fly-tipping-prevention-plan-wales>

The consultation will close on 22 April 2021 and One Voice Wales will be submitting a response. We would be grateful to receive the views of Community and Town Councils to the Plan and the actions proposed in order to inform our response. You may use the form on the consultation page to submit your views to us. Please could you respond by the end of March?

Thanks very much  
Catrin

Dr Catrin Jones  
Policy Officer One Voice Wales

## **SOURCE/EVIDENCE RE ADVICE GIVEN BY CLERK TO FULL COUNCIL 8/2/21**

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Further to advice given by the Clerk in respect of a proposed new standing order, and Cllr Taylor's call for the Clerk to clarify and provide source details of the advice given to Councillors before they consider whether to accept the Clerk's advice.

The Clerk advised: *"As Clerk I need to advise you that the new standing order that you wish to include is tantamount to 'Any Other Business' which should not form part of a Community Council agenda. There are already mechanisms in place (within your standing orders) to accommodate urgent business if it has an impact on the Council operationally, financially or in respect of Safety, or if it has a time constraint - Refers: SO 9.b motions, Extraordinary meetings 6.a, b & c - or Emergency Committee see TOR's. It is my recommendation that you do not include this proposed new Standing Order. By adding this proposed standing order, you will leave yourselves open to challenge should you inadvertently make a decision during the item."* The Clerk also read an excerpt from 'The Local Council Clerk's Guide – Paul Clayden (Agendas – Any Other Business)"

Below are excerpts from other various guidance, training and reference material produced and provided for Local Town and Community Clerks and Councillors:

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### **Arnold-Baker on Local Council Administration author Paul Clayden**

#### **Chapter 7**

#### **MEETINGS AND PROCEDURE OF A LOCAL COUNCIL**

#### **D: PUBLIC NOTICES AND AGENDAS**

##### **7.5 Agenda**

This must specify the business which it is proposed to transact<sup>1</sup> in such a way that the member who receives it can identify the matters which he will be expected to discuss. A council cannot lawfully decide any matter which is not specified in the summons<sup>2</sup>.

Some agendas conclude with 'Any Other Business'. Since this conceals rather than specifies the business, if any, to which it relates no decisions may lawfully be made on business brought up for discussion under it, unless the council has at a previous meeting passed a standing order which permits business left over from a previous meeting to be discussed under this head. There is, however, no objection to matters being discussed under the heading of 'Any Other Business' which involve no more than an exchange of information. The author's view is that an agenda should not include 'Any Other Business' to avoid the possibility of decision being made unlawfully.

<sup>1</sup> Local Government Act 1972, Sch 12, paras 10(2)(b) and 36(2)(b).

<sup>2</sup> *Longfield Parish Council v Wright* (1918) 88 LJ Ch 119



## **Society of Local Council Clerks**

**Clerk's Manual (author/Editor: Debbie Ashton, MA, Solicitor - National Legal Advisor)**

### **Section A – Constitutions and Procedures.**

#### **Procedure at Meetings – item 50**

It is bad practice, but not unknown, for an agenda for a local council meeting to include, at the end, an item of 'Any Other Business'. Since it is a requirement that business to be transacted at a council meeting must be specified in the summons sent to councillors, thus affording the members advance notice of what is to be considered, it is not lawful to make use of the item 'Any Other Business' to take a substantive decision on business brought up under this heading.

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## **The Essential Clerk, An introduction to the role and work of community and town councils – Welsh Government National Training Advisory Group**

### **Section 4 – Procedures**

#### **Agendas**

All meetings must be properly convened. This means that the clerk must, by law, send a signed summons to each councillor at least three clear days before the meeting. A summons reminds councillors of their duty to attend. The summons must specify the business to be discussed and therefore the council cannot make a decision on any matter that hasn't been specified.

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## **The Good Councillor's Guide for community and town councillors – Welsh Government**

### **Part Three – Getting Under Way**

#### **Being Prepared**

Vague agenda items that don't specify exact business (such as Matters Arising, Correspondence and Any Other Business) are dangerous because you cannot make decisions under these headings.

The agenda is the clerk's responsibility. The clerk must sign the agenda and can decide how it will be set out. This process is often undertaken in consultation with the chair. You may ask the clerk to add items to the agenda if you feel a relevant subject should be discussed.

## REPORT ON THE RECENT FLOODING IN THE COWLEAZE MAIN ROAD AREA.

As you are all aware of the recent flooding which took place on the 23/24<sup>th</sup> of Dec 2020. Where the Mill Reen / Stream burst its banks.

Which has devastated several properties & homes in the area.

The issues are that this flood could have been prevented if the Utilities who look after this Water course had done their job and maintained it in the correct manner over recent years!

However, it has been proven that they have not, and in fact they have not done so for a number of years.

This water course (Mill Reen) starts many miles from Magor and Undy high up in the hills around the Wentwood area & further, where as I understand NRW are and have been thinking of holding the water back in special ponds in the hills where the water orientates, due to the amount of trees being cut down for whatever reason! this is coursing more water to drain off the land into all water courses following main streams and reens much like the Mill Reen/Stream in question!

The other question that needs to be asked is whether the closure of the Wentwood reservoir over recent years makes any difference to the amount of water in the MILL REEN which has to come down to the moors from the hills! Where does that amount of water go instead of being stored in that now disused reservoir??

Not to mention all the new farm buildings / properties, felling of trees which have gone on in recent years within the Netherwent St Brides valley all adding water to the streams and Reens? no longer being absorbed into the ground and living trees.

If we look at the Area that the Mill Reen flows through our Community from the Outlet under the M4 to the seawall in Magor pill, most of this area being populated and new building taking place all coursing surface water not being absorbed into the ground!

There is another issue coming up soon with reference to the NEW DEVELOPMENT at the top of Dancing Hill / Vinegar Hill, where will all this surface water be channelled to.....Down Dancing Hill??

I would like to break my report on the Mill Reen / Flooding up into several Area's as below: - 1 – 4.

### 1. From Outlet under the M4 to the B4245 Main Road.

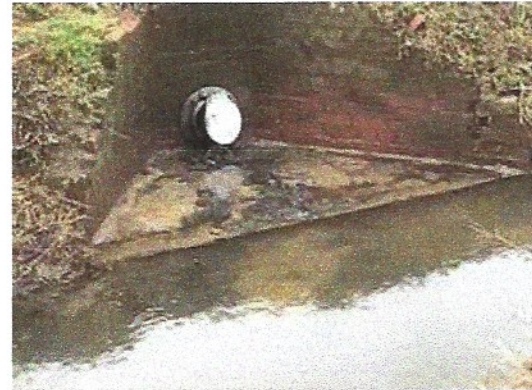
The Reen flows passed a Play area for Children on its left-hand side with a low level bank with properties up to Dinch Hill Road which was totally flooded.

However to the Right-hand side there is an area with the same low level banking and then there is a higher level banking which falls short of the rear of these properties in the Cowleaze area, where there is a footbridge over the Reen further on there are 3 culverts diverting surface water off the roads in Cowleaze area into the Mill Reen if this high level banking had been constructed further along the Reen behind these properties they would



have been better protected from rear garden flooding which occurred.(these properties were flooded from both the front access & rear access)

At least one of these culverts were completely blocked by fallen masonry and rubbish! Therefore, unable to get rid of the surface water from the Main road in the Cowleaze area on that Evening! *Photo's Before & After.* (The plans available only show 2 culverts yet there are 3? no wonder they were not maintained)



Not to mention the Surface Water & Rubbish running down Dinch Hill Road... filling & blocking surface water drains.



The Twin tunnels under the Dinch Hill Road & Under the B4245 are they fit for purpose, are they large enough to cope with the increased water flow as & when required! We need to obtain answers to these questions?

**2. From The Bridge off the B4245 going into the Square opposite Magor Motors proceeding to the footbridge to Magor School.**

This old Stone bridge which is many years old is this fit for purpose large enough to cope with the increased water flow as and When required? Again Surface Water Drains blocked and not working in and around this area.....

The area from this bridge to the Footbridge at Magor School on that evening was completely overgrown and covered with rubbish, not maintained for several years! (yet soon after the flooding these banks were cleared and rubbish removed?)

**3. Underground Culvert from Dinch Hill Lane Opposite Ivy Cottage to the Mill Reen Via Mill Common under the B4245 at the pelican Crossing following the footpath to Magor School & discharging under the bridge into the Reen.**



Unfortunately, this function cannot happen as the trap door is jammed closed due to a tree growing in front and silted up! And up to date 17/02/21 is still jammed shut. *(photo shows culvert forced shut due to tree growth)*



Just down from this bridge the Flow rates of the Mill Reen starts to decrease rapidly and gets slower & slower as you get closer to the Outlet under the Main Network rail outlet!

#### **4. Network Rail under-ground Outlet on to the Whitewall area.**

Here lies the real problem! after much investigation with all concerned Farmers, ex-employees of the utilities involved over many years.

Firstly, it was thought that the Main sluice gate at the outfall on the Magor Pill was not working satisfactory! That may have been the case no one can be sure or will at this stage admit to!

However, as this gate is some 10-12ft lower than the water coming into it I don't think that was the case. I think that the problem is with the Network Rail outlet not allowing enough water through to travel down the Mill Reen to disperse at any sort of flowrate to this outfall.

This outlet has been reduced in size over recent years I am told by at least 35%?

It also has a wire grid fitted which catches all sorts of debris blocking the rate of flow.....

There have been changes in this locality when the electrification took place where another access bridge was built with another tube alongside the original outlet for the owners to access their field! which could act as a baffle with a possible back pressure not allowing the original outlet to disperse the quantity of water quickly enough? *(photo's showing poor flow rates)*





More evidence to prove poor flow rates in and around this outlet when we had a cold spell recently the Mill Reen Froze over, running water does not freeze over!!



Silt, rubbish & overgrowth is still evident within the outlet and the Reen proceeding this outlet... (see previous two photos and left)

Cllr Taylor and myself have had many conversations and a site visit with the Mon CC Senior Flooding engineer Matt Jeffes who I must say has been excellent and most helpful in trying to sort out these issues which are ongoing without him on board we would not be where we are today making progress.

## QUESTIONS THAT NEED TO BE ASKED GOING FORWARD.

WHO LOOKS AFTER WHAT – which Authority looks after what Sections

Mill Reen / Stream, Running Culverts & Drains. Surface Water Road Drains.

Full contact details complete with Names & Numbers.

### From The Outlet under the M4 to the B4245 Main Road.

1. To extend the Banking to the Right-hand side to give more protection to the rear of the Cowleaze Properties from flooding!
2. To maintain cleaning of the 3. Culverts going into the Mill Reen / Stream from the roads at Cowleaze!
3. Are the Twin Tunnels under Dinch Hill Rd & Under the B4245 fit for purpose! (large enough to take the flow)

### From the Bridge off the B4245 going into the Square opposite Magor Motors

1. Is this Bridge again fit for purpose!
2. What plans are there for regular cleaning of these banks and water courses!

### The Underground Culvert from Dinch Hill Lane to the Discharge under the footbridge at Magor School.

1. What are the regular maintenance plans to clean this culvert to maintain its flow!

### The Network Rail Underground Outlet on to the Whitewall Area.

1. Is this outlet fit for purpose! (large enough to take the flow)
2. Size of the Outlet in question! Reduced by some 35% from the old unit?
3. The wire Grid that has been fitted WHY! It HARBOURS RUBBISH - Which in its self reduces the flow rate.
4. There has been another Concrete bridge with an outlet erected very close to the existing outlet! Giving access to the upper part of the Field.
5. This is making it more than difficult to clean and maintain the exiting one! Especially with the Concrete base acting as a baffle!

I consider this area to be the problem due to the Poor Flow Rate of the Mill Reen / Stream which starts from just below the Footbridge at the Magor school and out past our allotments area all the way to the Outlet under the Main Rail Line. (Up to the Footbridge at Magor School the Mill Reen / Stream flows reasonably fast)

Cllr John Crook

## RESPONSE FROM MON CC SENIOR ENGINEER – FLOOD RISK

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Good Afternoon Beverly,

I am just emailing to confirm I have received your letter dated 18<sup>th</sup> January 2021.

As you may be aware I am working on the flooding in the centre of the village under a separate investigation and will be able to update you on that when we hold a public meeting in the near future. Awaiting date confirmation.

Re Kensington Park, I went out and met one of the residents. I am having a CCTV contractor investigating there this week and am awaiting their report. I have identified a possible solution to the problem, however will require the findings of this week's survey in order to finalise a design. I will then be talking to colleagues across the council to find a way to fund the measures required to mitigate the future risk at this location.

Once I have finished my investigation and design work I will update you again.

Many thanks

**Matt Jeffes MCIWEM C.WEM**

Senior Engineer (Flood Risk)

Highways & Flood Management

Monmouthshire County Council / Cyngor Sir Fynwy

Phone / Ffôn: 01291 425970

Mobile / Symudol: 07980 916830

Email / Ebost: [matthewjeffes@monmouthshire.gov.uk](mailto:matthewjeffes@monmouthshire.gov.uk)

Website / Gwefan: [www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk)



## To consider how to proceed with the summer planting in and around the villages

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Rob Graham from Willow Landscapes, who usually undertakes the planting and watering of all the containers in and around Magor and Undy has advised the office that he has ceased trading due to retirement.

Council need to consider how they want to proceed with the summer planting.

- Does Council want to employ someone/a business to purchase plants, top up compost, and plant up the various containers.
  - Do you have any recommendations of businesses or companies that could do this for us?

Or,



- Does Council want to consider purchasing the plants, and top up compost themselves, and spend a day out planting up the various containers as the Cllr Bailey and Clerk did in 2017. (A good PR day)



- What about watering?
- What about winter planting & spring bulbs?

Email: Mark Hand – Tue 23/02/2021 11:44

Dear Town and Community Councillors,

As many of you will be aware, at the beginning of the Covid-19 pandemic, Monmouthshire County Council, like many other Local Authorities applied for funding from Welsh Government to support the safe reopening of its High Street, involving various trial measures, many of which have been amended in response to feedback and are continuing to function effectively.

Unfortunately, due to the ongoing costs of adapting and maintaining measures, it has not been fully possible to implement one aspect of our initial bid, namely town/village wide 20mph zones to help continue to promote active travel and encourage people to walk, cycle or scoot in their respective communities more. Colleagues in the Traffic and Road Safety team have therefore been working hard to find alternative sources of funding where possible. The situation for each of the original project settlements is as follows:

- Abergavenny: we have been successful in our bid to be a pilot Local Authority for town-wide 20mph zone for Abergavenny via a new WG initiative, so will be able to progress this project over the coming year
- Caldicot and Magor with Undy: we have been successful in our bid to be a pilot Local Authority for town-wide 20mph zone for Severnside via a new WG initiative, so will be able to progress this project over the coming year, with the added bonus of including Rogiet
- Chepstow: 20mph has been implemented in Bulwark and Thornwell and will shortly be introduced in Mounton Road and the town centre. In the absence of alternative funding or budget, we will consider Chepstow further in 22/23.
- Gilwern: In the absence of alternative funding or budget, we will consider Gilwern further in 22/23
- Monmouth: We aim to utilise active travel funding to complete an initial study this financial year and then consider implementation in 21/22
- Raglan: completed
- Tintern: completed
- Usk: 20mph is well established on Bridge Street but we acknowledge the initial local support for a town wide 20mph zone including from the Town Council. In the absence of alternative funding or budget, we will consider Usk further in 22/23.

While I realise this will be a disappointment for some communities, as you can see we are making every effort to progress the schemes in advance of the Welsh Government introducing 20mph as a default urban speed instead of 30mph, which is expected to happen in mid 2023.

We have already committed to work on 20mph zones in other communities during 21/22 and will honour this commitment (namely Devauden, Mathern, Mynyddbach and Shirenewton)

I trust this update is of assistance.

Kind regards,

Mark

*Mark Hand*

Mark Hand MRTPI Head of Placemaking, Housing, Highways and Flooding Mon County Council



Email: Michael Collins - Tue 23/02/2021 10:12 + attachment

Dear Town & Community Councils,

As many of you will be aware, at the beginning of the Covid-19 pandemic, Monmouthshire County Council, like many other Local Authorities applied for funding from Welsh Government to support its high streets reopening safely.

One of the main aspects of our bid, was to provide 20mph signed only zones within our various towns and villages, in order to continue to promote active travel and encourage people to walk, cycle or scoot in their respective communities more. The areas originally identified included Abergavenny, Caldicot and Magor with Undy.

Sadly, due to the ongoing costs associated with maintaining and/or adapting the measures in many of our town centres, the funding remaining from our original allocation did not allow us to implement the proposed orders and measures in these locations.

However, just before Christmas, Welsh Government gave Local Authorities an opportunity to become one of the first 20mph pilot areas within Wales, prior to the default position of 30mph on all restricted roads (where there is a compliant street lighting system) changing to 20mph in 2023.

As such, each Local Authority (LA) was invited to submit two applications, which needed to link with other Welsh Government initiatives such as Placemaking or Transforming Towns and only 8 settlement areas were available. Of the 12 Local Authorities that applied, 7 have been successful in achieving funding, with Monmouthshire securing funding for two of the eight settlements, namely Abergavenny and Severnside, which is unlike any other LA.

The attached plans indicate the roads that are likely to be included within these settlement-wide 20mph pilot zone trials; however, officers are currently in discussion with representatives in Welsh Government and Transport for Wales (TfW) to determine the extent of the pilot. We'd welcome a chance to discuss the pilot with you in the next few weeks to discuss what the 'next steps' might be in terms of implementation and when works are likely to commence on site. This will be in the form of a members seminar, similar to what we have done during the pandemic.

The 20mph speed limits will require MCC to promote traffic regulation orders and given the large areas included, this is likely to be met with some uncertainty from the local public. The purpose of these pilot schemes is to assess how effective they are in reducing vehicle speeds on the highway network, how signage and communication can reduce reliance on speed enforcement by the Police and Go Safe, and how we might be able to help develop an enforcement strategy with the Police and Go Safe so that enforcement arrangements are in place prior to the national roll out of the 20mph default speed limit throughout Wales in April 2023.

I hope you agree that this is an excellent opportunity for us in Monmouthshire to lead by example and enable others to follow suit, which will assist in reducing the number of people killed and seriously injured on our roads and help save lives. It will also improve people's physical and mental wellbeing and quality of life and make room on our streets for safer active travel, which is something we all want to create.

As mentioned, myself or a colleague will be in touch to discuss the pilot further in due course.

Yours sincerely, *Mike Collins, Senior Traffic Engineer, Monmouthshire County Council*







# MAGOR WITH UNDY COMMUNITY COUNCIL CLERK'S & OFFICE UPDATE

## FEBRUARY/MARCH 2021:

- **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, preparatory work and clerking
- Planning Committee – preparatory work
- Extraordinary Meeting – preparatory work
- Human Resources Committee – hosting, preparatory work and clerking
- Wrote to Mon CC re supporting their Summer Play-scheme and asked whether MCC would be considering anything for October 2021 and February 2022 half terms. Mike Moran responded “At the moment we are concentrating our planning for this summer in the hope that we will have returned to a sufficient state of normality to be able to deliver the programme in schools and other community venues. We are also looking at possibly bringing the employment of staff in-house rather than contracting this out to the Torfaen Play Service, but we’re in the early stages of those discussions.  
Whilst it is doubtful that we will have enough funding to also run a programme over the October half term (if the summer scheme goes ahead as planned), we had a conversation the other day about possibly producing/distributing nature themed “play” boxes for children and young people to get them into the outdoors in the autumn – we haven’t quite thought this through yet but it may be a way of engaging with children and families without having to employ additional staff to run activities. Of course, we hope to also continue the Monmouthshire Games, which is a paid provision, at the leisure centres over the summer and the half term, so there may be a way of paying for some spaces on that programme for vulnerable children and those from income-deprived households if we can find some sponsorship for that.  
We haven’t thought as far as the February 2022 half term but this year we have been given some funding to run activities for vulnerable children either at half term or over the Easter period. We had a national online meeting last week with Play Wales, Welsh Government and other local authorities (LAs) and the vast majority of LAs have opted to run their provisions over the Easter period this year, due to the continuing uncertainty about the “return to school” plans of Welsh Govt.”
- Made contact with Covid-19 volunteer for them to undertake shopping for someone isolating.
- Chased Chepstow Accountancy for a response in respect of the query over holiday pay for our casual workers. They responded: “Unfortunately this is more for a personnel department and beyond our remit as your payroll provider, we really cannot get involved with employment law.”
- Chased NRW for a response in connection with Flooding December 2020.



- Met with Platform One for a site visit to Magor and Undy in respect of the proposed Village Maps to identify point of interest across the villages, and take photos to assist with the graphics on the maps.
- Spent an afternoon in the office, clearing the shelves of box files etc to allow painters & decorators clear access.
- Made enquiries regarding lighting up of the War Memorial for the 23<sup>rd</sup> March Covid-19 Families Wales event.
- Placed the order for the new equipment and safety surfacing at Magor Play Park.
- Placed the order for the cleaning of play equipment at Sycamore and Millfield Play Parks.
- Drafted letter to Mon CC Head of Planning as requested and responded to various planning applications.
- Assisted resident with query regarding felled trees.
- Attended a 'Living Levels' Focus Group Zoom meeting with Cllr Crook, which took the form of a workshop to discuss what we thought makes the Gwent Levels special, and to look at a toolbox to be put in place to enable groups, businesses and organisations to signpost visitors and residents to key areas and information once the Living Level Project finalises in approx. 18 months. This will fit in nicely with our 'Welcome to Magor and Undy' website.
- Chased Monmouthshire County Council again, in respect of recycling and orange bag orders not received. Also chased Mon CC in respect of a request for a new green glass recycling box. (all outstanding since last March 2020). Borrowed a box of orange bags from Rogiet CC – Cllr Bisi delivered).
- Staff took some annual and sick leave.

## **EXPANDED CLARIFICATION REGARDING MOTIONS AT A MEETING**

Following the written explanation (requested by Cllr Taylor) and provided to Council at its Ordinary Meeting held 8/2/21, and a subsequent request from Cllr Taylor for further additional written explanation as to why Standing Order 10(a)(xv) had not been referred to in the explanation and why under Standing Order 10(a)(xv), Standing Order 9(b) could not have been used.

### **SO: 10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- (a) relates to a motion that may be moved at a meeting without written notice to the Proper Officer,
- (xv) refers to the suspension of a particular standing order (unless it reflects mandatory statutory or legal requirements).

Council very often invokes Standing Order 10(a)(xv) as per the following example:

*Standing Order 3(w) – A meeting shall not exceed a period of 2 hours, unless at the discretion of the Chair*

In order to complete business remaining on the agenda after 9pm Council Suspends its Standing Order 3(w) to allow the meeting to continue past the 2-hour period. This motion is moved at the meeting under SO 10(a) i.e. without written notice to the Proper Officer

Standing Order 3(w) is relevant to items of business that are already on the agenda

### **SO 9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- (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.

### **SO 26: STANDING ORDERS GENERALLY**

- (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.**"*

An agenda, or summons to attend a Council meeting must specify the business which it is proposed to transact; [*Local Government Act 1972, Sch 12, paras 10(2)(b) and 36(2)(b)*].

The motion and proposed action that a member wanted to discuss at the meeting of the 11<sup>th</sup> January 2021 was **not specified on the agenda**.

**A Standing Order cannot be suspended for an item or issue that does not exist on an agenda.**

'Living Levels' Focus Group  
24<sup>th</sup> February 2021 9am  
Zoom meeting

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With the Clerk, I attended a 'Living Levels' Focus Group Zoom meeting which took the form of a workshop to discuss what we thought makes the Gwent Levels special, and to look at a toolbox to be put in place to enable groups, businesses and organisations to signpost visitors and residents to key areas and information once the Living Level Project finalises in approx. 18 months. This will fit in nicely with our 'Welcome to Magor and Undy' website.

I found it very interesting and helpful to be involved with the discussions and listen to the others taking part. I didn't realise that we are sitting on such a gem from Chepstow in the East to Cardiff in the West.

I think there will be items coming out of the discussions which will help us all to promote our bit of the Gwent Levels to a wider audience going forward, and I would like to be involved more should the need arise.

It was a really good workshop at which the Living Levels Project Team were listening to all of the participant's comments. They are keen to provide information which can be used in the future.

I'm looking forward to September, when the Living Levels Project Team are going to be producing Maps, Brochures etc as an outcome of various Focus and work groups.

You might like to take a look at some of the work undertaken by the project team.

<https://www.livinglevels.org.uk/gallery>

<https://www.livinglevels.org.uk/the-landscape>

<https://www.livinglevels.org.uk/time-and-tide>

Cllr John Crook



## **One Voice Wales Larger Councils' Meeting - 11th Feb**

1. Lyn Cadwallader, Chief Exec. promised to help to improve/even start regular communications (particularly after our flooding problems).
2. Land Registry. We need a map of C.P.R. facilities, to improve quick access, to improve lives.
3. Councillor Payments. Currently liaising with H.M.R.C. which could bring a conclusion to "non-taxable" agreement.
4. Should we look at a responsibility for a Councillor to take on checking out available grants?
5. Cornwall Town/Community show improved local activity by increasing precepts.
6. Reconfirmed only one third of Councillors can be adopted.
7. Public to be encouraged to attend Council Meetings.
8. OVW Training:- WG will fund 8 training places per Council. There is a video out in July re: "The Working of Councils", which it is hoped will encourage more willing takers for the responsibility, particularly aimed at our Educational facilities, There will also be an Environmental Management video made available.
9. A Town Centres' regeneration survey is requested for possible support.
10. There is a " Welsh Places, version 2" website, now available for comparisons.
11. We will now have a 'full' audit every three years, but there are still 200 Councils not responding!!!!!! Albeit we still have returns to do every year.
12. This is for Cllr Penny Kirkham - I've managed to change the rules for O.V.W. Larger Council Meetings, and you can attend our future meetings, but we are still only allowed one vote per Council.(next meeting 28th April).



**To:**

Leaders and Chief Executives of County and County Borough Councils  
Chairs and Chief Executives of National Park Authorities  
Chairs and Clerks of Fire and Rescue Authorities  
Chair and Chief Executive of One Voice Wales  
Leader and Chief Executive of Welsh Local Government Association  
Head of Democratic/Members Services of County and County  
Borough Councils, National Park Authorities and Fire and Rescue Authorities  
Clerks to Community & Town Councils

25 February 2021

Dear Colleague

**Independent Remuneration Panel for Wales – Annual Report 2021/2022**


Attached is the finalised Annual Report in respect of 2021/2022 which is effective from 1 April. My thanks to the individuals and organisations who responded to the draft Report issued in September last year. The Panel has considered the views and comments that were expressed and have been taken in to account in reaching the conclusions reflected in the Report.

The Panel has confirmed the increases in the salaries for elected members of principal councils, with consequential increases for members of National Park and Fire and Rescue Authorities. There are no other substantive changes to the draft Report. I also confirm that there are no changes to the remuneration of community and town councils. However, the Panel will be undertaking a review of the current remuneration framework for this sector and any changes will be reflected in the next draft Annual Report.



I would also remind all relevant authorities of the obligation to comply with the decisions of the Panel, in particular the publication of the Schedule of Member Remuneration (Annex 3) and the Publication of Remuneration (Annex 4). There has been a significant increase in the number of authorities who have not complied with these statutory requirements.

Yours sincerely

A handwritten signature in dark ink, appearing to read "John Bader", with a stylized flourish at the end.

John Bader

Chair

## Motion

That this council agree to take such action as is necessary to secure and protect the land adjacent to Undy School on Pennyfarthing Lane as a managed wild space for public use in perpetuity.

## Background

There is a severe shortage of publicly accessible outdoor public open space in the Magor with Undy area.

The evidence for this is contained in the MCC-commissioned Open Spaces Study undertaken in 2008 as part of the lead-up to adopting the current Local Development Plan. The Rockfield Farm development has further depleted amenity space as the amenity land on the site has been incorporated for development.

The deficiency in open space and for example outdoor sport provision alone equates to 5.83 hectares or 14.4 acres and is the largest single deficiency in outdoor sport provision in the entire county. Whilst the land under discussion is wild space and it is not intended to be sport provision, Councillors are no doubt aware of the limited outdoor space. The Covid-19 Pandemic has served to further increase the Value in environmental, social and wellbeing terms of outdoor amenity space to local people.

*No allocations for additional amenity land or public open space were included in the current Local Development Plan (LDP) when it was adopted in 2013. Since the deficiency public space was identified in 2008, there has been significant residential development in the community (e.g. Kingfisher Rise) and there are a further 492 houses to be developed at Rockfield Farm and Vinegar Hill, two allocated sites in the current LDP. This represents an increase in the local population of just over 13%. This will exacerbate the shortfall in provision that was identified in 2008.*

There is an opportunity here for MUCC to work with Monmouthshire Council as landowner, and with other bodies to safeguard one of the last remaining amenity sites in Magor with Undy.

The land in question is currently subject to a planning application DM2021/00164 and there is an associated proposal for the Council's estates department to dispose of a portion of the land to a private owner to form an access to new builds. Effectively, taking important public amenity space and selling it for profit. It appears that because of an FOI from a resident, this land has been under negotiation since 2018. I am particularly concerned at the possibility of losing important amenity *land for profit rather than for strategic open space use. This approach is not fit for future generations* and takes no account of the consequences in sustainability terms, of absorbing important amenity land for profit and without consideration of the wider impacts.

The Land forms open space within the meaning of section 336 of the Town and Country Planning Act 1990. As such section 122(1) and 122(2A) restrict the Council from appropriating the Land unless before the appropriation it causes notice of the intention to do so to be advertised in 2 consecutive weeks in a newspaper circulating in the area.

The land adjacent to Undy Primary School, Pennyfarthing Lane, and Undy has not been appropriated for planning purposes pursuant to section 122 of the Local Government Act 1972.

I understand that any appropriation of this land must be openly advertised and consulted on publicly. This has not yet taken place to the best of my knowledge.



- The Open Space Amenity Land (off Pennyfarthing Lane) is an area of approximately 2.285 acres (0.924ha) - is biodiverse rich with an expansive and diverse ecology, there is some evidence of owls, bats and dormice in this area. The loss of even a section of this land could have an impact on the biodiversity of the area.
- A large area (416m<sup>2</sup>) of the protected species habitat in the Open Space would be lost to the new access road.
- The Land was considered for appropriation and development in October 2013 via ICMD. The cabinet member confirmed that on balance it was not appropriate to pursue and was subsequently dropped. In 2013, I requested that MUCC take the approach I outline now; however, at the time MUCC did not pursue my request.
- The land was recently considered as a candidate site by MCC in the Revised Local Development Plan proposals but it has subsequently been dropped, as it is not appropriate for development.

### **Proposal**

That the Community Council enters into negotiation with the local authority to secure and safeguard the land as a managed wild space. That following negotiation, the council establishes a budget to take the proposal forward and commissions such ecological studies as are necessary and relevant. In the simplest of terms, the land requires access points or wooden steps as at Mill Common and the management of some brambles etc. A simple low impact pathway and some facilities such as a bench / picnic area and a simple wooden camp/story circle (as at Magor Marsh) should be considered. I have provided some photos and a video of the area. Clear use is in evidence and the area is full of desire lines. Children and young people previously used it as "Undy Jumps" and current community use can be demonstrated.





