

AS

# MAGOR WITH UNDY COMMUNITY COUNCIL

Tel: 01633 882 842 e-mail admin ma orund .co.uk web: www.ma orund .or .uk

Dear Councillor

You are hereby summoned to attend an Extraordinary meeting of Magor with Undy Community Council to be held in Undy Church & Community Hall on Monday 16<sup>th</sup> March 2020 at 7pm for the purpose of transacting the following business:

*Councillors are reminded that they attend this meeting under the provisions of the Community Council's Code of Conduct.*



Beverly Cawley  
Clerk to the Council

11<sup>th</sup> March 2020

## **AGENDA**

- 1 Public Open Forum (15 minutes at discretion of Chair)**
- 2 Chair's Announcements**
  - 2.1 To receive apologies for absence from Councillors
  - 2.2 To receive any update and feedback on Chair's attendance at outside events/functions
- 3 Declarations of interest in items on the agenda – Forms to be completed**
  - 3.1 To receive any declarations of interest in items on the agenda
- 4 Minutes (attached)**
  - 4.1 To adopt the minutes of Ordinary Meeting held 10<sup>th</sup> February 2020
    - a) Chair to sign the minutes
  - 4.2 To adopt the minutes of Planning Committee held 24<sup>th</sup> February 2020
    - a) Chair to sign the minutes
  - 4.3 To adopt the minutes of Human Resources (HR) Committee held 24<sup>th</sup> February 2020
    - a) Chair to sign the minutes
- 5 Finance**
  - 5.1 To confirm the Bank Reconciliation of the Council's Bank Accounts to 29<sup>th</sup> February 2020 (attached)
  - 5.2 To approve list of payments (to follow)
  - 5.3 To approve travel expense claim from A Boyland in respect of meeting with WAO 21/1/20 (b/f OM 10/2/20)
  - 5.4 To approve release of interim payment 03 to South Wales Sports Grounds in the sum of £23,131.78 + VAT
  - 5.5 To approve payment of invoice from Magor Printers for hymn sheets for Commonwealth Day at a cost of £150

- 6 Correspondence**
- 6.1 To receive and consider miscellaneous correspondence set out in the schedule (attached)
- 6.2 To note correspondence from Dudley Taylor Pharmacies Ltd in respect of Magor Square Pharmacy opening hours
- 7 Planning Committee - View applications at [http : www.monmouthshire. ov.uk](http://www.monmouthshire.gov.uk) lannin**
- 7.1.1 **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)
- 7.1.2 **DM/2020/00234** – Erection of 3 x 4-bed detached Residential dwellings – Pathways, Vinegar Hill, Undy (by 17/03/20)
- 7.1.3 **DM/2020/00323** – Proposed single storey rear extension and sun room – High Grove, Main Road, Undy (by 27/03/20)
- 7.2 To note Mon CC weekly new and decided planning lists  
[http s: www.monmouthshire. ov.uk](http://www.monmouthshire.gov.uk) lannin -3 weekl - lannin -lists
- 7.3 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
- 8 Consultations (attached)**
- 8.1 Mon CC: Proposed removal of 9no Public Payphones (BT) across Monmouthshire (to include Magor Square) (by 14/04/20)
- 8.2 South East Wales Transport Commission: Transport in South East Wales  
[http s: have oursa sewt.common lace.is](http://www.sewt.commonplace.is)
- 8.3 Independent Remuneration Panel for Wales: Draft supplementary report 2020 to 2021 – proposal of values relating to the reimbursement of cost of care  
[http s: ov.wales inde endent-remuneration- anel-wales-draft-su lementar -re ort- 2020-2021](http://www.wales.independent-remuneration-panel-wales-draft-supplementary-report-2020-2021) (by 09/04/20)
- 8.4 Wales Audit Office – Future Audit Arrangements for Community Councils in Wales  
[http s: www.audit.wales sites default files download documents Future Audit Arran ements Communit Councils consultation En lish. df](http://www.audit.wales/sites/default/files/download/documents/Future%20Audit%20Arrangements%20Community%20Councils%20consultation%20English.pdf) (by 19/03/20)
- 9 Financial Assistance (attached) (b/f OM 10/02/20)**
- 9.1 To consider and agree application for grant funding under Local Community Support Grants  
a) Magor Action Group on Rail (MAGOR)
- 10 Highway Issues (attached) (b/f OM 10/02/20)**
- 10.1 To consider various issues relating to speeding, road safety and parking (lead Cllr K Plow)
- 10.2 To Consider issues relating to M4 motorway near Magor/Undy (lead Cllr N Baicher)
- 11 One Voice Wales (OVW)**
- 11.1 To note copies of reports commissioned by Cllr [REDACTED] on behalf of the Council have now been received by the Chair (Min 66.2 OM 09/09/19)
- 11.2 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)
- 11.3 To note correspondence from OVW RE: Monmouthshire Community Boundary Review – Request for Fresh Review (attached)
- 11.4 To consider renewal of OVW membership for 2020/21 at a cost of £856

- 12 Procurators House (attached)**
- 12.1 To consider correspondence and quinquennial Inspection report from Morgan & Horowskyj Architects LLP and agree any actions.
- 12.2 To approve payment of invoice from Morgan & Horowskyj Architects LLP for quinquennial Inspection report in the sum of £650 + VAT
- 13 Independent Remuneration Panel for Wales (IRPW)**
- 13.1 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
- 14 Monmouthshire Replacement Local Development Plan 2018-2033 Preferred Strategy Consultation and Second Call for Candidate Sites**  
<https://www.monmouthshire.gov.uk/planning-and-development/current-consultations> (by 22/04/20)
- 14.1 To consider Mon CC response regarding potential inclusion of land at Pennyfarthing Lane (Min 25.1 PC 24/01/20) (attached)
- 14.2 To consider correspondence from Undy & Magor Cricket Club re: land at Knollbury for potential cricket/rugby pitches
- 14.2.1 To consider correspondence from Magor RFC re: 14.2 above
- 15 The Elms Ward**
- 15.1 To note casual vacancy
- 16 Reports (attached)**
- 16.1 To receive the Clerk's Report and update in respect of on-going issues and agree any actions
- 16.2 To receive reports from Council's representatives on External Bodies and agree any actions
- 16.3 To receive VE Day 75 Project Workshop Report
- 17 Future Meeting Content**
- 17.1 To accept proposals from Councillors for items to be included at future meetings
- 18 Meeting Dates**
- Allotment holders meeting – Monday 23<sup>rd</sup> March 2020, 7pm at Ebenezer Baptist Church
  - Ordinary Meeting – Monday 6<sup>th</sup> April 2020, 7pm at Ebenezer Baptist Church
- 19 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:**
- 19.1 To consider tenders for Sycamore Terrace Play Area
- 19.2 To consider correspondence from Cllr F Taylor



# AGOR WITH UNDY COMMUNITY COUNCIL

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

- COUNCILLORS:** Cllr N Baicher, Cllr S Bailey (Chair), Cllr J Crook, Cllr K Plow, Cllr S Raggett, Cllr J Wilson
- IN ATTENDANCE:** Beverly Cawley – Clerk, Alison Sandiford, County Councillor Lisa Dymock (left 7.15pm)
- APOLOGIES:** Cllrs M Bisi, Cllr A Boyland, Cllr G Cook, Cllr C Hopkins, Cllr D James, Cllr F Taylor, Cllr A Zagozda

Min 2019/20

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

### **County Councillor Lisa Dymock**

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

## **145 Chair's Announcements**

145.1 To receive apologies for absence from Councillors – see above

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

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

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

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

Cllr J Wilson declared an interest in Min 151(ii)(b) as a committee member  
The Clerk declared an interest in Min 151 (i)(a) as a volunteer demonstrator

**147 Minutes**

147.1 To adopt the minutes of Ordinary Meeting held 13<sup>th</sup> January 2020

a) Chair to sign the minutes

**RESOLVED:** to adopt the minutes of Ordinary Meeting held 13<sup>th</sup> January 2020, duly signed by the Chair

147.2 To adopt the minutes of Planning Committee held 20<sup>th</sup> January 2020

a) Chair to sign the minutes

**RESOLVED:** to adopt the minutes of Planning Committee held 20<sup>th</sup> January 2020, duly signed by the Chair

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

a) Chair to sign the minutes

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

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

**148 Finance**

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

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

148.2 To approve list of payments

**PAYMENTS**

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

**RECEIPTS**

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

**RESOLVED:** to approve list of payments

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

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

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

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

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

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

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

**149 Correspondence**

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

No issues

**150 Planning Committee**

- 150.1 To note no plans received at despatch of agenda

Noted

- 150.2 To note Mon CC weekly new and decided planning lists

http s: www.monmouthshire. ov.uk lannin -3 weekl - lannin -lists

Noted

**151 Financial Assistance**

To consider and agree applications for grant funding

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

i Local Youth Support Grants

a. GWT Wildlife Warriors

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

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

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

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

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

ii Local Community Support Grants

a. Severn Tunnel Band

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

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

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

b. Magor Churchmen's Society/Magor Events Group

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

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

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

c. Magor Action Group on Rail (MAGOR)

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

d. Magor CiW Primary School PTFA

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



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

**152 Consultations**

**To receive notification of consultation decisions/responses**

**152.1 Mon CC: Closure of Mounton House Special School**

Noted

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

Noted

**153 Allotments**

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

**153.1 To approve clearance of fly-tipping at Greenmoor allotments**

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

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

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

**RESOLVED:** to hold an allotment workshop at 7pm on Monday 23<sup>rd</sup> March 2020 at Magor Baptist Church

**154 Sycamore Sports Field (Tennis & MUGA Courts)**

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

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

**154.2 To receive an update report from the Clerk**

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

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

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

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

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

Noted

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

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

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

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

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

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

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

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

#### **155 Magor Square**

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

Noted

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

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

#### **156 One Voice Wales (OVW)**

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

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

#### **157 Monmouthshire County Council**

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

Council considered the above invitation from Mon CC.

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

**158 Commonwealth Day – 9<sup>th</sup> March 2020**

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

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

**159 Village Produce & Home-craft Show**

159.1 To consider running a Village Show and agree any actions

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

**160 Procurators House**

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

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

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

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

**161 Sycamore Play Park & Playing Field**

161.1 To receive any update from task & finish group

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

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

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

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

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

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

Council supported in principle the above request from Magor PTFA.

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

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

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

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

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

**Resolved - Exclusion of Press and Public - by virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following items on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted in Min 162.**

**162 Internal Audit (b/f OM 13.01.20)**

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

*R5: The Clerk should draft a letter for the Chair, with immediate effect, to formally request the ex-Member return control of the Council's 'Survey Monkey' account forthwith. If the ex-Member refuses to return control of the account to the Council, legal advice should be sought.*

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

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

**163 Highway Issues**

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

**RESOLVED:** to defer this item to Ordinary Meeting 9.3.20

**164 Reports**

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

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

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

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

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

- 164.2 To receive reports from Council's representatives on External Bodies and agree any actions
- Cllr N Baicher – Undy Primary School

Noted

- Cllr J Crook – Drainage update at Greystone Meadows

Council noted the update, circulated at the meeting

- 164.3 To receive report from VE 75 Project Workshop meeting held 3<sup>rd</sup> February 2020 and agree any actions

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

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

**RESOLVED:**

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

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

**165 Future Meeting Content**

- 165.1 To accept proposals from Councillors for items to be included at future meetings
- M4 Motorway Congestion – Cllr N Baicher

**166 Meeting Dates**

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

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

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

The meeting closed at 10pm

.....  
Chair/Vice Chair



# AGOR WITH UNDY CO      UNITY COU   CIL

## Minutes of Planning Committee Meeting of Magor with Undy Community Council held in Ebenezer Baptist Church on Monday 24<sup>th</sup> February 2020 at 7pm

<b>COUNCILLORS:</b>	Cllr S Bailey, Cllr M Bisi, Cllr G Cook (Chair), Cllr J Crook, Cllr Hopkins, Cllr K Plow, Cllr S Raggett, Cllr J Wilson, Cllr F Taylor,
<b>IN ATTENDANCE:</b>	Beverly Cawley (Clerk to the Council)
<b>MEMBERS OF THE PUBLIC:</b>	1
<b>APOLOGIES:</b>	Cllr N Baicher, Cllr D James

Min 2019/20

Cllr Taylor had invited a member of the public to speak, albeit there was no public forum scheduled. The Chair, agreed to allow the member of public to speak in respect of a request that the Council submit a parcel of land for inclusion in the Replacement Local Development Plan as recreation land. The Clerk advised members that they could not discuss this matter, or ask questions as the item had not been included on the agenda.

### 26 Chair's Announcements

To receive and accept apologies for absence from Councillors  
See above

### 27 Declarations of interest in items on the agenda

None

- 28 Planning Applications Received [http : www.monmouthshire. ov.uk](http://www.monmouthshire.gov.uk) lannin
- 28.1 **DM/2020/00103:** Erection of sixteen fermentation vessels, enclosed supporting structure and external stairs; extension of existing high level access walkway; earth works; and temporary works including re-use of existing car park as vessel assembly site, creation of two temporary replacement car parks, temporary site roads and walkways, and associated works – Magor Brewery, Newport Road, Magor (by 26.2.20)
- RESOLVED:** to object, noting that work had started, that a HGV traffic plan was not available and that the Brewery had not actioned proposals in respect of previous planning applications.

Discussion ensued in respect of the long term plans of the Brewery. A proposal was put forward: 'To contact the Brewery to arrange a follow up meeting to talk about the long term plans, how to work together and keep residents and ourselves aware.

An amendment was made to the above, with the inclusion that the meeting be a three way meeting between the Community Council, Monmouthshire County Council and the Brewery. A vote took place, and the amendment was carried.

**RESOLVED:** to arrange a three way (follow up) meeting between the Community Council, Monmouthshire County Council and the Brewery to talk about the long term plans, how to work together and keep residents and ourselves aware.

**RESOLVED:** to arrange a meeting with the Head of Planning to talk about planning issues,

*including Community Council input at site meetings etc.*

**CLLR TAYLOR LEFT THE ROOM AT 19.30PM**

- 28.2 **DM/2020/00152:** Single storey rear extension – Newgale House, 5 The Elms, Church Road, Undy (27.3.20)

**RESOLVED:** to approve

- 28.3 **DM/2020/00199:** The reinstallation of retractable awning – Donnies Coffee Shop, The Square, Magor (27.3.20)

**RESOLVED:** to approve

**CLLR TAYLOR RETURNED TO THE ROOM AT 19.35PM**

- 28.4 **DM/2020/00228:** Construction of two detached dwellings, garages and external works – Kenways, Newport road, Magor (by 9.3.20)

**RESOLVED:** to approve, but to request full consultation with Highways department as this point on the B4245 is an historical accident blackspot.

- 29 To note Mon CC weekly new and decided planning lists  
http s: www.monmouthshire. ov.uk lannin -3 weekl - lannin -lists  
Noted.

**The meeting closed at 19.40pm**

.....  
Chair/Vice Chair



# AGOR ITH UNDY CO UNITY COUNCIL

Minutes of Human Resources Committee Meeting of Magor with Undy Community Council held in Ebenezer Baptist Church, Magor on Monday 24th February 19.45pm

**COUNCILLORS:** Cllr S Raggett (Chair), Cllr S Bailey, Cllr J Wilson,  
Cllr K Plow, Cllr M Bisi, Cllr J Crook, Cllr C Hopkins,  
Cllr F Taylor

**IN ATTENDANCE:** Beverly Cawley – Clerk,

**APOLOGIES:** Cllr G Cook

Min:  
HR19-20

**012 Chair's Announcements**

To receive and accept apologies for absence from Councillors  
See above

**013 Declarations of interest in items on the agenda**  
There were no declarations of interest

**014 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**  
*Resolved: To exclude members of the Press and Public*

**015 Job Re-evaluation**

**015.1** To re-evaluate the grade for the Admin Assistant based on the current role and responsibilities and in line with her current contract and job description  
*Resolved: To investigate the grade and job descriptions of other Admin Assistants across the sector with a view to re-evaluating the job role if applicable*  
*Resolved: To investigate the pay scales with local authorities and GAVO for similar roles*

**016 Village Warden Litter Pickers**

**016.1** To consider draft business case for the creation of a new position and advert for Ad Hoc Village Warden Litter Picker as previously discussed, for presentation to Full Council  
*Resolved: To draw up a business case for a Village Warden Litter Picker position on a short-term contract (initially 12 months) subject to review*

**016.2** To consider the issue of a bespoke uniform for the Village Warden/Litter Pickers eg. Hi-Viz waistcoats/coats and trousers/polo shirts etc  
*Resolved: To obtain a cost of a bespoke Hi-Viz waistcoat and two polo-shirts for each of the Village Warden Litter pickers.*

- 017 Contracts**  
017.1 To consider the need to draw up a Recruitment & Retention policy  
*Resolved: To make enquiries with GAVO and/or Ellis Wittam*  
017.2 To receive an update on the proposal to pay holiday entitlement to the Village Warden Litter Pickers  
*Resolved: To ask Chepstow Accountancy if they could assist with the detail*  
017.3 To consider the issue of a Staff Handbook to all staff  
*Resolved: To make enquiries with GAVO and/or Ellis Wittam*
- 018 Date of the Next Meeting**  
*Resolved: To hold a further Human Resources Committee Meeting subject to Council's approval – date and venue to be confirmed.*  
**MEETING TERMINATED 21.10PM**

.....

Chair/Vice Chair

# MACOR ITH UNDY CO CITY COUNCIL

Current account statement  
balance as at close of  
business

[ 29/02/2020 26,025.05 ]

less outstanding cheques

105992  
106036  
106041  
106043  
106050  
106059  
106060  
106062  
106063  
106061

**Current Account Balance**

**18,419.62 ]**

Current Account	18,419.62	18,419.62
BPA1 - Gen Dep	180,220.91	180,220.91
BPA2 - Comm Centre	0.00	0.00
BPA3 - Election	0.00	0.00
BPA5 - Cemetery	0.00	0.00
BPA6 - Tennis	0.00	0.00
BPA7 - Allotments	0.00	0.00
BPA8 - Procurators House	0.00	0.00
BPA9 - War Memorial	0.00	0.00
<b>TOTAL</b>		<b>198,640.53 ]</b>

Total Receipts inc balances b/fwd  
less total payments

491,637.48  
292,996.95  
198,640.53

FEB 20



## **CORRESPONDENCE SCHEDULE**

*for items not on the agenda/circulated to Councillors*

**16<sup>th</sup> March 2020**

- 1 MCC - Press Releases [http : www.monmouthshire. ov.uk news](http://www.monmouthshire.gov.uk/news)
- 2 MCC – Programme of Works/Monmouthshire’s Road Works  
[http : www.monmouthshire. ov.uk roadworks](http://www.monmouthshire.gov.uk/roadworks)
- 3 MCC - Audit Committee  
[htt s: democrac .monmouthshire. ov.uk ieListMeetin s.as x?Committeeld=135](http://democrac.monmouthshire.gov.uk/ieListMeetin s.as x?Committeeld=135)
- 4 MCC – Children and Young People Select Committee  
[htt s: democrac .monmouthshire. ov.uk m CommitteeDetails.as x?ID=136](http://democrac.monmouthshire.gov.uk/m/CommitteeDetails.as x?ID=136)
- 5 MCC – Economy and Development Select Committee  
[htt s: democrac .monmouthshire. ov.uk ieListMeetin s.as x?Committeeld=137](http://democrac.monmouthshire.gov.uk/ieListMeetin s.as x?Committeeld=137)
- 6 MCC – Licensing and Regulatory Committee  
[htt s: /democracv.monmouthshire. ov.uk ieListMeetin s.as x?Committeeld=138](http://democrac.monmouthshire.gov.uk/ieListMeetin s.as x?Committeeld=138)
- 7 MCC - Strong Communities Select Committee  
[htt : democrac .monmouthshire. ov.uk ieListMeetin s.as x?Committeeld=139](http://democrac.monmouthshire.gov.uk/ieListMeetin s.as x?Committeeld=139)
- 8 MCC – Adult Select Committee  
[htt s: democrac .monmouthshire. ov.uk ieListMeetin s.as x?Committeeld=140](http://democrac.monmouthshire.gov.uk/ieListMeetin s.as x?Committeeld=140)
- 9 MCC - Planning Committee  
[htt : democrac .monmouthshire. ov.uk ieListMeetin s.as x?Committeeld=141](http://democrac.monmouthshire.gov.uk/ieListMeetin s.as x?Committeeld=141)
- 10 MCC – Democratic Services Committee  
[htt s: democrac .monmouthshire. ov.uk ieListMeetin s.as x?Committeeld=142](http://democrac.monmouthshire.gov.uk/ieListMeetin s.as x?Committeeld=142)
- 11 MCC - Cabinet  
[htt s: democrac .monmouthshire. ov.uk ieListMeetin s.as x?Committeeld=144](http://democrac.monmouthshire.gov.uk/ieListMeetin s.as x?Committeeld=144)
- 12 MCC – Standards Committee  
[htt s: democrac .monmouthshire. ov.uk m CommitteeDetails.as x?ID=145](http://democrac.monmouthshire.gov.uk/m/CommitteeDetails.as x?ID=145)
- 13 MCC – Standing Advisory Council on Religious Education (SACRE)  
[htt s: democrac .monmouthshire. ov.uk m CommitteeDetails.as x?ID=146](http://democrac.monmouthshire.gov.uk/m/CommitteeDetails.as x?ID=146)
- 14 MCC – Public Services Board select Committee  
[htt s: democrac .monmouthshire. ov.uk m CommitteeDetails.as x?ID=260](http://democrac.monmouthshire.gov.uk/m/CommitteeDetails.as x?ID=260)
- 15 MCC - Investment Committee  
[htt s: democrac .monmouthshire. ov.uk m CommitteeDetails.as x?ID=277](http://democrac.monmouthshire.gov.uk/m/CommitteeDetails.as x?ID=277)
- 16 MCC - Severnside Area Committee  
[htt s: democrac .monmouthshire. ov.uk ieListDocuments.as x?CId=149&MId=2606](http://democrac.monmouthshire.gov.uk/ieListDocuments.as x?CId=149&MId=2606)
- 17 MCC – County Council  
[htt s: democrac .monmouthshire. ov.uk ieListDocuments.as x?MId=3877&x=1&LLL=0](http://democrac.monmouthshire.gov.uk/ieListDocuments.as x?MId=3877&x=1&LLL=0)
- 18 MCC – Monthly playground inspection report
- 19 MCC – Caldicot Area Town and Community Council Cluster Meeting 23.1.20
- 20 MCC – Monmouthshire Community Review re: Local Democracy Boundary Commission for Wales  
[htt s: ldbc. ov.wales reviews 01-19 monmouthshire-final-recommendations](http://ldbc.ov.wales/reviews/01-19/monmouthshire-final-recommendations)
- 21 HAUC - SE Wales HAUC Coordination Meeting
- 22 MCC – Caldicot Area Town and Community Council Cluster meeting 31.3.20
- 23 MCC – Give Dog Fouling the Red Card Working Group - Update

# MAGOR WITH UNDY COMMUNITY COUNCIL CYNGOR CYMUNED MAGWYR A GWYNDY

- 24 OVW – Training Sessions - March 2020
- 25 OVW – Agenda/Minutes Larger Council's Committee Minutes 5.2.20
- 26 OVW – Economy for Wales Beyond Recycling Consultation Events
- 27 OVW – Well-being of Future Generations (Wales) Act 2015
- 28 GWT – Race for Wildlife – Sunday 10.5.20
- 29 Gwent Police – The Elms/Mill Council reports – January 2020
- 30 Gwent Police – Heritage Watch/The Royal Agricultural Benevolent Institution News Release
- 31 Play Wales – Events 2020
- 32 WAO – Press Release 5.2.20
- 33 PWLB – Notification of governance change
- 34 Resident – Copy correspondence to Mon CC Planning Dept re: Vinegar Hill
- 35 MUCH – Proposed approach to the Car Park Survey
- 36 Magor Events Group – letter of appreciation for gift of lighting kit for community use
- 37 Clerks & Councils Direct – March 2020, Issue 128
- 38 SLCC - The Clerk Magazine, March 2020
- 39 MCC - Monthly playground inspection report
- 40 C&WLIDB – Agenda/Minutes 9.3.20
- 41 OVW – Future Generations Report 2020 Feedback Conference – Swansea 18.3.20
- 42 Resident – Copy correspondence to County Cllr FT re: LDP consultation
- 43 Keep Britain Tidy – Great British Spring Clean 20.3.20 – 13.4.20
- 44 Resident – Copy correspondence objecting to Plan DM/2020/00234

## GLOSSARY

ABCHC – Aneurin Bevan Community Health Council

BCW – Boundary Commission for Wales

CAB – Citizens Advice Bureau

CADW – WG's Historic Environment Service

CALM – Campaign Against a Levels Motorway

C&WLIDB – Caldicot & Wentlooge Levels Internal Drainage Board

CCW – Countryside Commission for Wales

CTA – Community Transport Association

GAVO – Gwent Association of Voluntary Organisations

GLFDCG – Gwent Levels Flood Defence Coastal Group

GWT – Gwent Wildlife Trust

ICO – Information Commissioner's Office

IRP – Independent Remuneration Panel

MAGOR – Magor Action Group On Rail

MCC – Monmouthshire County Council

MHA – Monmouthshire Housing Association

LDBC – Local Democracy and Boundary Commission for Wales

LGA – Local Government Association

LLP – Living Levels Partnership

MUCH – Magor and Undy Community Hub

MUSLA – Magor & Undy Sports & Leisure Association

NAW – National Assembly for Wales

NptCC – Newport City Council

NRW – National Resources Wales

NAPP – National Association for Patient Participations

OVW – One Voice Wales

POSW – Planning Officer's Society for Wales

PPG – Patient Participation Group

PWLB – Public Works Loan Board

RSPB – Royal Society for the Protection of Birds

SLCC – Society of Local Council Clerks

SNIC – Stop Newport Incinerator Campaign

SNPT – Severnside Neighbourhood Policing Team

STAG – Severn Tunnel Action Group

TCBC – Torfaen County Borough Council

WG – Welsh Government

WHAUC – Welsh Highway Authorities and Utilities Committee

**Correspondence Address:**

Leafield Estate  
Stratford Road  
WARWICK  
CV34 6RA

Telephone: 01926 410 220 ext: 105  
Web Site: [www.dudle-taylor.co.uk](http://www.dudle-taylor.co.uk)

26<sup>th</sup> February 2020

Beverly Cawley  
Clerk to the Council  
Magor with Undy Community Council  
Council Office  
Magor Police Station  
Main Road  
Undy Caldicot  
NP26 3EH

**27 FEB 2020**



Dear Ms Cawley

**Re: Magor Square Pharmacy – Opening Hours**

Thank you for your letter of the 17<sup>th</sup> February 2020 informing me of the outcome of the Council's Ordinary Meeting.

I can confirm that we shall continue with our current weekday opening hours and I can also confirm that we have no intention to change our Saturday opening hours at the current time and cannot see any reason why we would change these hours in the future.

Yours sincerely

  
 **Mr Glenn Madden**  
**Head of Operation**





**Admin Mail or Undeveloped**

**From:** MCC - Planning <Planning@monmouthshire.gov.uk>  
**Sent:** 06 February 2020 16:03  
**To:** #all-towncouncils; #CE.Members - All Councillors  
**Subject:** Proposed Removal of Public Payphones  
**Attachments:** BT Letter 29.1.2020..pdf

**Sent on behalf of Phil Thomas Development Services Manager**

Dear Local Member/ Clerk to the Community or Town Council,

I attach information and a pro forma supplied by BT regarding the potential closure/ removal of existing BT phone call boxes (PCBs) in your area.

The County Council has been asked to consult the community and make a response on whether to agree or object to each of the proposed phone call box removals. The County Council can object to the removal of the boxes where appropriate.

Annex 1 of Ofcom's guidance covers factors the County Council can take into account in considering whether to object to the removal of the call boxes. These are:

#### Housing type in the area

A.5 A Relevant Public Body may consider whether the area within the same postcode as a PCB is predominately owner-occupied, privately rented or council housing. The more owner-occupied housing in the area the more likely it is that people living in that area would have access to mobile and fixed telephones. If there is predominantly private rented or council housing in the area, this may suggest a lower income without access to mobile and fixed telephones and support the view that a PCB should be retained.

#### Number of households in the area

A.6 There may be concerns about alternative access to telephone services for low population densities. A Relevant Public Body may determine the number of households within the same postcode as a PCB. The number of households within 400 metres of a PCB could be seen as the catchment area for that PCB.  
 A.7 The number of households in the area would not however include any passing traffic or reflect that a PCB might be situated on a main road or busy terminus. Such detail should be assessed on a case-by-case basis.

#### PCB revenue

A.8 BT and Kingston may be willing to provide information about the revenue generated by a particular PCB. This should help measure PCB usage and could be an indicator of its value to the community. The lower the annual revenue that a PCB generates, there could be grounds for its removal.  
 A.9 Consideration may be given by a Relevant Public Body to the other factors listed above before it relies on annual revenue alone to support a decision to consent or object to the complete removal of PCBs and/or CBS from a Site. The annual revenue of a PCB should be assessed on a case-by-case basis.

#### Emergency calls

A.10 Many people place great value on having the option to use a PCB in an 'emergency'. However, not all calls considered as emergency calls by the public are calls to the emergency services, for example police, fire, ambulance and coastguard services. For example, people often cite calls to roadside breakdown as being emergency calls.

A.11 The importance of retaining a PCB for 'emergency calls' should be assessed on a case-by-case basis. The body needs to think about whether a particular PCB is more likely to be used for emergency calls than another. For example if there are alternative means of making calls available locally and/or there is good coverage for mobile phones, this may suggest that there is a reduced need to retain the phone box on

emergency grounds. But if, for example, the call box is near a known accident black-spot, it may suggest it should be retained.

#### Mobile phone coverage

A.12 While three-quarters of adults now personally use a mobile phone, people often cite poor, sporadic or the lack of mobile network coverage at a location as being an important factor for retaining a PCB.

A.13 The main mobile networks, including 3, 02, Orange, T-Mobile and Vodafone allow you to check the network coverage in any given postcode area on their websites. While this might not be conclusive, it should help to assess network coverage within the same postcode as a PCB.

As such we would be grateful for any observations you wish to make by **14<sup>th</sup> April 2020** to enable the County Council to respond to BT by the deadline which expires on 28<sup>th</sup> April 2020. This could also include the Community or Town Council's wish to adopt a kiosk for £1 with guidance as set out in the link here:  
[https://business.bt.com/camais/communities/adopt-a-kiosk/?s\\_cid=btb\\_FURL\\_adopt](https://business.bt.com/camais/communities/adopt-a-kiosk/?s_cid=btb_FURL_adopt)

**Responses should be sent to Iannin monmouthshire. ov.uk or Planning, County Hall, Rhadyr, Usk NP15 1GA and for my attention.**

We look forward to hearing from you.

Yours sincerely,

**Philip Thomas MRTPI**

**Development Services Manager / Rheolwr Gwasanaethau Datblygu**  
Monmouthshire County Council / Cyngor Sir Fynwy  
Tel / ffôn: 01633 64 (4809)  
Mobile / symudol: 07833961080  
Email / ebost: [hili.thomas@monmouthshire.gov.uk](mailto:hili.thomas@monmouthshire.gov.uk)

Mae'r neges e-bost yma a'r ffeiliau a anfonir gyda hi yn gyfrinachol ac fe'i bwriedir ar gyfer yr unigolyn neu gorff y'u cyfeiriwyd atynt yn unig. Gall gynnwys gwybodaeth freintiedig a chyfrinachol ac os nad chi yw'r derbynnydd bwriadedig, rhaid i chi beidio copïo, dosbarthu neu gymryd unrhyw gamau yn seiliedig arni. Os cawsoch y neges e-bost yma drwy gangymeriad hysbyswch ni cyn gynted ag sydd modd os gwelwch yn dda drwy ffonio 01633 644644. Cafodd y neges e-bost yma sgan firws Microsoft Exchange Online Protection.

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Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg, Saesneg neu yn y ddwy iaith. Byddwn yn cyfathrebu â chi yn ôl eich dewis. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

The Council welcomes correspondence in English or Welsh or both, and will respond to you according to your preference. Corresponding in Welsh will not lead to delay.



10 FEB 2020

Chief Planning Officer  
Monmouthshire County Council  
Planning Department  
PO Box 106  
Caldicot  
NP26 9AN

29 January 2020

**TIME SENSITIVE** - 90 Day Consultation period end date: 28 April 2020

Dear Chief Planning Officer,

We're continually reviewing the demand for our payphones. Further to our letter of 07 August 2019 we've now identified an additional 9 public payphones that we're proposing for removal under the 90 day consultation process and details of these payphones are attached. We'd welcome your feedback on whether the payphones in question are still needed. We greatly appreciate your help with this.

To ensure that the local community are fully informed, we have placed consultation notices on the relevant payphones, and a sample notice is enclosed. We have also included the date we posted these notices on the payphones. The consultation period will close on 28 April 2020.

This consultation process gives your local communities the opportunity to adopt a traditional red 'heritage' phone box and make it an asset that local people can enjoy. It's really simple to do and it costs just £1 -

Overall use of payphones has declined by over 90 per cent in the last decade and the need to provide payphones for use in emergency situations is diminishing all the time, with at least 98 per cent of the UK having either 3G or 4G coverage. This is important because as long as there is network coverage, it's now possible to call the emergency services, even when there is no credit or no coverage from your own mobile provider.

You may also want to consider Ofcom's affordability report which found that most people do not view payphones as essential for most consumers in most circumstances -

On the 14 March 2006 Ofcom published a statement following their 2005 review of universal service in the telecommunications market, which includes a requirement for payphone provision to meet reasonable needs. Part of that statement amended our obligations with regard to the removal of payphone service:

As stated in Ofcom's 2005 review, it is the responsibility of the local authority to initiate its own consultation process to canvas the views of the local community. They would normally expect these consultations to involve other public organisations such as parish or community councils and work within the terms of the Communications Act 2003. This means that you must be able to objectively justify your decisions.

Full guidance on the removal process can be viewed at:

and a summary is available at:

The guidance also details the appeals process we must follow in case of unreasonable objections.

**W1**

Please complete and return the attached annex with your decision on each payphone.

If the decision is that the local community wish to 'adopt', please provide their contact details and we'll do the rest.

If you wish to 'object', you'll need to complete the last column with your reasons, having reviewed all of the factors set out in Annex 1 of Ofcom's guidance (see link above), and the information sent to you in our previous letter.

If the information is incomplete for any payphone in the list, then we'll assume you have no objection to its removal and also that you do not wish to adopt it.

The best way to respond to us is by email at [btpp@bt.com](mailto:btpp@bt.com) Please retain proof that the email was sent or apply a read receipt. If you would prefer to respond by post please use the following address and allow at least two days for postal delivery:

**BT Payphones**  
pp 4<sup>th</sup> Floor Monument TE  
11 – 13 Great Tower Street  
London  
EC3R 5AQ

You will need to obtain proof of postage and be aware that we are unable to receive mail that requires a signature.

If you've got any questions then please get in touch with us by emailing [btpp.authorisation.team@bt.com](mailto:btpp.authorisation.team@bt.com).

Yours sincerely

**Rick Thompson**  
**Payphone Planning**

g.i. (a) ~~8/10/19~~  
27 NOV 2019



## MAGOR WITH UNDY COMMUNITY COUNCIL

### Grant Application Form

Tel: 01633 882 842 E-mail: [admin@magorundy.org.uk](mailto:admin@magorundy.org.uk)  
Council Office, Magor Police Station, Main Road, Undy, Caldicot, Monmouthshire NP26 3EH

Please refer to the Grant Funding Guidance Policy before submitting your application.  
If you need any assistance please contact us.

Please indicate what type of funding you are seeking

Please indicate what type of funding you are seeking

Local Community Support Grant  
*considered half yearly by Council*

☒

Local Youth Support Grant  
*initially considered by Council upon receipt*

☐

Local Community Start-Up Grant  
*initially considered by Council upon receipt*

☐

Name of Group / Organisation:

Magor Action Group on Rail (MAGOR)

Main Contact Name:

Dawn Turner

Contact address:

[REDACTED]

Daytime phone number of contact:

[REDACTED]

Contact e-mail address:

[REDACTED]

Are you a newly formed group? (*less than 1 year*)

Yes ☐ No ☒

How long has your group been operating? Since 2012

☐

Where and when do you meet?

Usually Golden Lion Inn Function Room, The Square, Magor on a monthly basis

☐

Do you have a voluntary management committee / steering group?

Yes ☒ No ☐

Does your group have a formal constitution or set of rules?

Yes ☒ No ☐

Does your group have an equal opportunities policy / statement?

Yes ☐ No ☐ N/A

Does your group have a Safeguarding policy / statement (Child & Vulnerable Adult protection)?

Yes ☐ No ☐ N/A

Does your group have any DBS checked leaders/organisers?

Yes ☐ No ☐ N/A

Does your group have any qualified First Aiders?

Yes ☐ No ☐ N/A

Does your group use the medium of Welsh?

Yes ☐ No ☐ N/A

Does your group have an annual record of accounts?

Yes ☒ No ☐

Please attach a copy of your most recent accounts or latest bank statement to your application

Have you applied for a grant from Magor with Undy Community Council before? *If so, please give details*

Yes ☒ No ☐

Yes we had £500 in 2015 and £500 in 2018

Please describe your group's main activities/aims/objectives:

*Please attach a copy of your organisations constitution or rules if available*

**Our mission**

- We aspire to open a gateway to the National Rail Network

**Our objective**

- To re-open a walkway railway station to serve the community of Magor and Undy

**Our target**

- To open St David's Day 2021

**Unique selling point**

The station could be easily accessed by almost the entire 7000 population of the villages by foot or bicycle in less than 15 minutes

We will therefore encourage active travel, reduce the number of vehicles on the main road in both Magor and Undy, reduce Carbon emissions and promote healthier lifestyles by walking and cycling

Please tell us about your Finances:-

What are you main income sources? Where does your main expenditure go? Does your group/organisation levy a membership charge? How do you raise funds? What are your current or planned / future fund raising activities?

Our main source of income is from:

- fund raising at Magor May and Frost Fayres;
- donations (public & related bodies e.g. RMT; and
- grants from public bodies e.g. M.U.C.C.



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The grant would be used for day to day costs of our campaign & its promotion:

- Travel costs to engagement meetings e.g. with Welsh Assembly, M4 Commission workshops
- Stationary & printing costs
- Room hire for promotions of campaign and essential community engagement
- Subscriptions to rail related bodies

These costs otherwise come out of the pockets of the community members of MAGOR

These activities are all undertaken to move the project through the business case GRIP Stages. We are currently at GRIP 3 which requires £75k and through these engagements we have strong support from local councilors, within Welsh Assembly and the Department for Transport for Wales as well as some large local employers e.g. Celtic Manor.

We have received some strong indications that the money for GRIP 3 will come through but requires the group to remain constantly active with such engagements taking place generally on a weekly basis. E.g. this week MAGOR was invited to a day workshop on options to reduce traffic as part of the commission but in place to address the M4 issue.

- Travel costs to engagement meetings e.g. with Welsh Assembly, M4 Commission workshops
- Stationery & printing costs
- Room hire for promotions of campaign and essential community engagement
- Subscriptions to rail related bodies

These activities are all undertaken to move the project through the business case GRIP Stages. We are currently at GRIP 3 which requires £75k and through these engagements we have strong support from local councilors, within Welsh Assembly and the Department for Transport for Wales as well as some large local employers e.g. Celtic Manor.

We have received some strong indications that the money for GRIP 3 will come through but requires the group to remain constantly active with such engagements taking place generally on a weekly basis. E.g. this week MAGOR was invited to a day workshop on options to reduce traffic as part of the commission but in place to address the M4 issue.

We have received some strong indications that the money for GRIP 3 will come through but requires the group to remain constantly active with such engagements taking place generally on a weekly basis. E.g. this week MAGOR was invited to a day workshop on options to reduce traffic as part of the commission but in place to address the M4 issue.

Please provide a full breakdown of this project's costs and how they will be funded:

Item	Cost	Funded from
------	------	-------------

Item	Cost	Funded from
N/A		

[illegible]

*Please continue on a separate sheet if necessary*

*Please continue on a separate sheet if necessary*



Who in Magor and Undy will benefit from it?

Number of people? Will it have a long, or short term benefit?

The whole of the community of Magor and Undy c 7000 residents and all the businesses will benefit from our project as it will bring a station back into Magor enabling improved travel connections to nearby towns and wider cities. This will improve footfall into Magor for local businesses, easy access for employment in and outside Magor, better connections for children for hobbies and further education.  
It will reduce pollution and traffic in Magor and ease the congestion on the M4.  
Magor will have the opportunity to become part of a "tourist" destination with attractions growing in South East Wales e.g. ICC with long term benefits for future generations

Who outside of Magor and Undy will benefit from it?

Number of people? Where do they come from? Will it have a long, or short term benefit?

Communities outside of Magor will be able to come to Magor more easily without having to use a car to get here. Employers outside of Magor will benefit from people in Magor being able to get to them without using cars, making it far more socially equitable as employment opportunities are significantly reduced for those with limited or no access to cars.

Have any other bodies been approached for grant funding in relation to this specific application/project?

Yes ☐ No ☒

If yes please provide details including how much and whether your applications have been successful or are ending in a decision etc.

N/A

Please detail any other source of grant funding (for other projects etc) received or applied for in the last 12 months and whether it was successful?

N/A

What will you do if you get less funding than you asked for? Will all or part of the project still go ahead? Have you earmarked funds to proceed with part of this project? Please tell us what could be achieved if you only receive part funding.

We will continue with fund raising activities as before. We have raised some funds through raffles held at Frost & May Fayres and will continue to do so. However many of the prizes come from the members of MAGOR and therefore the commitment from these few people to bring a station back into Magor to benefit the whole of the communities of Magor and Undy would benefit from a grant from M.U.C.C. This is an ongoing project as we strive to attain full funding from Welsh Government.

Please use this section if you would like to add any further comments or information to support your application.

Our aim is to provide an alternative form of transport to motor vehicles. Providing a healthier and safer environment now and for future generations.

We feel there to be an absolute necessity for a railway station to accommodate our rapidly expanding population in Magor and Undy that not only provides easier access to work and other activities for our communities but at the same time reduces pollution and the increasing levels of traffic that pass through our two villages and surrounding villages.

If successful, your grant will be paid by BACS payment, please provide the sort code and account number for the bank account you would like payment transferred to:

Account Name	
Sort Code	
Account Number	

**Councillor** K Plow

**Meeting Date** Ordinary Meeting 10.2.20

**ISSUE**

**SPEED**  
**SAFETY**  
**PARKING**

**BACKGROUND**

**SPEED** -Too many vehicles going too fast, not obeying speed limits!!! On main road and side roads (through villages/Dancing Hill/Bearcroft Common/Whitehall)

**SAFETY** - Everyone should be wearing seatbelts (all the time), particularly children being taken to school.

Engines left running while cars are left unattended/or with passengers still in them! (particularly around The Co-op, and in The Square.

**PARKING** - On pavements/corners/double parking/restricted areas. Street parking being taken for all day!

Mobility users must be given clear access on pavements!

Unitary Authorities should advertise.re: health & safety/Hazards, particularly reminders.

Through Schools...pupils to parents.

Sets of Temporary Warning Signs.

Speed Limit reminders/Parking reminders/seat Belt reminders, particularly on School Routes.

Reminders for Safety/respectful Driving.

**DESIRED OUTCOME / BENEFITS OF PROPOSAL**

**WALK NOT DRIVE!!!!**



Councillors: N Baicher

Meeting Date: 16/03/2020

**ISSUE**

Problems with traffic on the M4 near Magor/Undy and occasionally concerns over both the ramps tailing back with traffic onto the M4 at J23A for the A4810 and access into the Magor/Undy area.

**BACKGROUND**

Since the Welsh Government correctly disallowed the new M4 (so-called M4 relief road) around the Gwent Levels and promised to look into alternative solutions in the Newport/South Monmouthshire area, and with the removal of the tolls on both bridges crossing the Severn Estuary, the traffic situation can still be problematic during morning and afternoon/evening "rush hours" as well as often at weekends (particularly when there are events on West of Newport). A commission were to investigate solutions and take account of local experiences and expertise, but thus far, it is not clear if anyone locally (to Magor/Undy/Llandevenny) were consulted and if anything locally (Magor/Undy/Llandevenny) has been investigated. At times, this can be exacerbated locally because of traffic problems caused due to blockages at the A4810 roundabout at the back of the brewery with lorries completely blocking the roads while queuing to enter the brewery, as well as queues on Magor Road coming from the B4245 West Magor roundabout while people try to get onto the B4245 main road to enter Magor/Undy and to the West towards Llanmartin, or to use it as a thoroughfare to the East through to Rogiet/Caldicot, etc...

In addition, problems seem to be caused by an increase of traffic specifically between J24 and J25/J26 – this is evidenced by very few problems with the merging of the M4 and M48 westbound (five lanes going into two) at J23A not causing problems unless they are tailed back from the J25/J26 area, and similarly, from J24 to J23A (particularly in the mornings) where, after clearing the Brynglas tunnels, further problems seem to occur with the three lanes going into two at J23A and then often tailing back to J25/J26 (it is unclear if the three lanes into two at J24 also cause an issue here).

The re-imposed fixed 50 MPH speed limit in proximity to the Brynglas Tunnels (under the guise of it being for pollution reasons) also seems to cause more of a traffic problems as it short-circuits the (expensive) smart-motorway system that was put in place to automatically adjust speed limits around the Newport area to help alleviate traffic problems – and these have been demonstrated to work very well when in full use.

The Welsh Government representatives admitted during the M4 Inquiry that they had particular options to try to alleviate traffic problems around the Newport area, but chose not to try these since the goal was for a new M4 around Newport across the Gwent Levels.

**PROPOSAL**

Could we discuss options to address access onto the M4 in the mornings from the local MUCC area and if there are ideas on how/where this can be improved?

Could we also discuss what can be done about the ongoing blockages caused on the A4810 roundabout at the back of the Brewery even after the new implementation of traffic management put in place for entry into the back of the Brewery?

**DESIRED OUTCOME / BENEFITS OF PROPOSAL**

Outcomes would include, but not be limited to, potential ideas/solutions to try to propose to both local authorities (MCC and NCC) and potentially to Welsh Government who are responsible for the M4 in Wales... Finally, this would benefit all the residents of the MUCC area as well as for those having to travel through Magor/Undy, those accessing/leaving the M4 at J23A, the Llandeenny residents often having their northern access route into and out of the village blocked off, and anyone else passing through the M4 corridor between the bridges across the Severn Estuary entering Monmouthshire and J29 to the far West of Newport.

**Admin Ma or Undy**

**From:** Shan Bowden <sbowden@onevoicewales.wales>  
**Sent:** 02 March 2020 11:09  
**To:** Shan Bowden  
**Subject:** One Voice Wales - Monmouthshire Community Boundary Review - Request for Fresh Review  
**Attachments:** Letter CEO MCC Review.docx

Dear Clerk,

As you will know One Voice Wales recently sought guidance from Monmouthshire Community and Town Councils asking whether they wanted One Voice Wales (OVW) as the representative body to write to Monmouthshire County Council (MCC) asking that the Community Boundary Review, as published by the Local Democracy and Boundary Commission Wales (LDBCW) in January 2019 (weblink to report below) be reviewed afresh.

<https://ldbc.ov.wales/reviews/01-19/monmouthshire-final-recommendations>

A significant number of Councils replied to say that they did want OVW to ask the County Council to carry out a fresh review and a number of others whilst desiring a fresh review considered that such a request would not be accommodated.

Given the response the CEO of OVW has today written to Mr Paul Matthews, CEO, MCC, copying the letter to Ms Shereen Williams, MBE, CEO, LDBCW asking that the Community Boundary Review for Monmouthshire published by LDBCW in January 2019 and recently signed off by the Minister of Housing and Local Government be re-run see letter attached.

We will advise you of the response when it is received

Regards

Shân

Shân Bowden,  
 Development Officer/Swyddog Datblygu  
 One Voice Wales/Un Llais Cymru  
 24c College Street/24c Stryd y Coleg  
 Ammanford/Rhydaman  
 Carmarthenshire/Sir Gaerfyrddin  
 SA18 3AF  
 Email/Ebost: shan.bowden@onevoicewales.wales  
 Phone/Fone: 01269 595400  
 Fax/Ffacs: 01269 598510  
 Website/Gwefan: [www.onevoicewales.org.uk](http://www.onevoicewales.org.uk)/[www.unllaiscymru.org.uk](http://www.unllaiscymru.org.uk)





Mr Paul Matthews, Chief Executive,  
Monmouthshire County Council,  
County Hall,  
The Rhadyr,  
Usk,  
NP15 1GA

2<sup>nd</sup> March 2020

Dear Mr Matthews

### **Community Boundary Review Monmouthshire**

You will recall in May 2015 Monmouthshire County Council decided to postpone its Community Boundary review until after the elections in 2017 when it was understood that the newly elected Community & Town Councils would be given a further opportunity to comment on the draft proposals.

However, in May 2018 the draft proposals were ratified by the County Council without any further consultation with the local councils, who were then misinformed that the Local Democracy and Boundary Commission Wales (LDBCW) would consult with them prior to issuing its' final report.

This resulted a number of Community and Town Councils holding back their comments on the proposals erroneously waiting for LDBCW to consult with them.

As you can imagine those Community and Town Councils waiting to submit comments were incensed when in January 2019 the LDBCW published its report on the Review.

At that time One Voice Wales was advised by LDBCW that the only course of redress for Community and Town Councils was for them to submit their comments to the Local Government and Democracy Team of Welsh Government in the same way any member of the public had the right to comment on the LDBCW report within 6 weeks of it being published.

I understand a number of Community & Town Councils did at that time submit comments to Welsh Government.

Then at a meeting organised by LDBCW at the Rhadyr on 16<sup>th</sup> January 2020, to inform C&TCs of the process for a forthcoming Electoral Review of Monmouthshire, those Community and Town Council representatives present were informed that the Minister for Housing and Local Government, Welsh Government would be signing off the LDBCW Report on the Community Boundary Review of Monmouthshire and issuing an Order, without any changes.

***Llais Cyngorau Cymuned a Thref yng Nghymru - The Voice of Community and Town Councils in Wales***

E-bost/Email: [gweinydd@unllaiscymru.cymru](mailto:gweinydd@unllaiscymru.cymru) / [admin@onevoicewales.wales](mailto:admin@onevoicewales.wales)  
Gwefan/Website: [www.unllaiscymru.org.uk](http://www.unllaiscymru.org.uk) / [www.onevoicewales.org.uk](http://www.onevoicewales.org.uk)

This incensed a number of C & TCs who felt the Review to be undemocratic and flawed and so on behalf of the local councils I contacted Shereen Williams, CEO, LDBCW who informed me "As the review has now been completed and an Order to appear shortly, the options of recourse are limited. If a community/town council, or group of councils, is not happy with their community boundaries their first point of recourse under the Local Government (Democracy) (Wales) Act 2013 (the Act which superseded the 1972 Act) is to request that the Council conducts a fresh review".

Given that a number of Community and Town Councils had already made representations regarding their frustrations to my officers I canvassed the Monmouthshire Community and Town Councils to ask if they wanted One Voice Wales as their national representative body to request on their behalf that your Council carry out a fresh review of the Community Boundaries.

A significant number asked that we do so emphasising their feelings of frustration over the way in which the review, published in a final report by LDBCW in January 2019, was conducted, a number of others whilst sharing the frustrations of those Councils who wish to request a fresh review were of the opinion that any request whilst desired would not be accommodated.

I would be happy to meet with you or speak with you regarding this matter and I look forward to hearing from you.

Yours sincerely



Lyn Cadwallader, CEO

cc Shereen Williams, MBE, CEO, Local Democracy and Boundary Commission Wales.

Dear Clerk

Please bring this letter to the attention of your Chair and Councillors.

### Membership of One Voice Wales 2020/21

I am writing to invite your council to renew its membership to join One Voice Wales from April 2020. Once again, the past year has seen many positive developments to our services, many of which are outlined in this letter, which we believe add significantly to the value for money offered by One Voice Wales membership.

We continue to represent the sector on the **Local Government Partnership Council** – during 2019-20 we have made strong representation on the role the sector can play in supporting sustainable local services and supporting the Local Government Reform agenda – indeed One Voice Wales provided a comprehensive response to the Local Government and Elections Bill consultation. We have developed even stronger working relationships with the Welsh Local Government Association (WLGA) strengthening the voice of the sector within the public services family in Wales. One Voice Wales continued to make significant contributions to public policy developments through our representation on several Welsh Government advisory panels including the **National Assets Working Group**, the **External Advisory Group on Community Asset Transfer**, **Welsh Government Community Resilience Forum** addressing issues of community resilience, **Welsh Government Litter Advisory Panel**, **Ministerial Advisory Forum on Ageing**, **Electoral Reform Board**, **NAfW Cross Party Group on Fuel Poverty** and the **National Training and Advisory Group**. One Voice Wales is playing an ever increasing role in the development resources for the sector and during the year has represented the sector on the **Understanding Welsh Places** Advisory Group which has developed a data and information resource for community and town councils with a population greater than 1,000 people – launched in October 2019. We continue to work collaboratively with a range of other bodies including the **Local Government Democracy and Boundary Commission for Wales**, **Independent Remuneration Panel**, **Public Services Ombudsman** and **Wales Audit Office**. So, our ability to influence key stakeholder organisations continues to grow.

There are exciting and challenging times ahead for Community and Town Councils in Wales and we will continue to develop our lobbying and representational roles especially in relation to the outcomes of the **Local Government and Elections Bill**. Work has already begun with Welsh Government and WLGA colleagues in developing actions to address the key findings and this will continue into our 2020/21 work programme.

Our representational role means that **we have direct interface not only with the Minister for Local Government and Housing but other Ministers** where our sector's remit extends. During 2019-20 we made several representations to the **Cabinet Secretary for Local Government and Public Services** on a range of matters but importantly on the need for greater resources for the sector, the need for skills and capabilities to be developed, devolution of services and asset transfer agenda. During 2019-20 we have extended our

**Llais Cyngorau Cymuned a Thref yng Nghymru - The Voice of Community and Town Councils in Wales**

Epost/Email: [tgilmartinward@onevoicewales.wales](mailto:tgilmartinward@onevoicewales.wales)  
Gwefan/Website: [www.unllaiscymru.org.uk](http://www.unllaiscymru.org.uk) / [www.onevoicewales.org.uk](http://www.onevoicewales.org.uk)

**representational role** - One Voice Wales' many Councillors across Wales are increasingly able to provide their views on a wide range of policy areas to support our lobbying activities and **influence government and stakeholder organisations** in their decision-making. This includes representation on health trust stakeholder forums and several **Public Services Boards**. These developments have improved and further developed our representational and lobbying roles and we will seek to further develop them in 2020-21.

Some of our other accomplishments over the past 12 months include:

- Hannah Blythyn Deputy Minister for Housing and Local Government attended our National Conference, we held our second newly named **Innovative Practice Conference** in July 2019 and our **7th joint training conference** with the **SLCC** (Society of Local Council Clerks)
- Held our **3<sup>rd</sup> National Awards scheme and Innovative Practice Conference**.
- **Area Committees** continue to play an influential role locally, with many appointments to Public Service Boards, Local Development Plan Stakeholder Groups, Rural Development Partnerships, Standards Committees and the like now being proposed by Area Committees. One Voice Wales has become much more visible at the local level

As current members are aware, we provide the following services and we are aware from feedback by our members that all aspects of the service are highly valued.

- **Provision of free legal advice** from a team of experienced Solicitors which can save members significant time and cost compared with using local solicitors for advice (These savings can in many cases exceed the membership that is payable)
- **Quality and timely advice and support service** on topics relevant to member councils.
- **Training** for members and staff, including policy seminars and new working opportunities.
- **General information via our website including a members' area**.
- **Monthly** editions of our new '**E- Newsletter**'
- **Representation** of the sector on the Local Government Partnership Council.
- Creating **new opportunities for collaboration** with national organisations across Wales.

The training and development agenda is another area where much progress has been made during 2019-20. Under the auspices of the **National Training Advisory Group**, chaired by One Voice Wales, we have continued to refine and develop and extend our training provision to the community and town council sector including a successful bid to Welsh Government for support to update and improve the content of our training materials with the development of 7 e-learning modules. Once again, the breadth of our training programmes has been extended and will be available to members throughout the year. During 2019-20 we provided over XXXX units of training to the sector.

Furthermore, our **Consultancy Services** have been growing at a pace with many councils taking advantage of this service. We are increasingly able to provide 'One Stop Shop' solutions for our members and have supported our councils on **community planning exercises, accountancy services, technical VAT advice, HR and personnel matters including representation at Industrial Tribunals**, assisted in **policy development and health and safety** – and at **costs significantly below market rates**. We are also now able to offer consultancy support in relation to community planning and engagement. Please contact the Ammanford Office if you would like further details on how we can support you through these services.

**Importantly our role as a representative body has been significantly improved** with a significant growth in our membership during 2019-20 – for the first time **we broke the 620 councils in membership level and at year end we had 625 local councils in membership or nearly 85% of all community and town councils**.

I hope that this summary of current and future developments has demonstrated that One Voice Wales continues to do all it can to represent the sector and provide a high class information and support service for our members.

In order for your council to have a voice in the future of this vital sector of local government, and to benefit from the support provided by One Voice Wales, please complete the Membership Form which will come to you in the post in the next few working days and return to Tracy Gilmartin-Ward at our office in Ammanford.

If you have any further queries relating to membership, please contact the office on 01269 595400 or email: [tgilmartinward@onevoicewales.wales](mailto:tgilmartinward@onevoicewales.wales)

I trust that your Council will give this invitation full consideration and I hope to be able to welcome you into membership shortly. I look forward to working with your council in 2020-2021.

Yours sincerely,

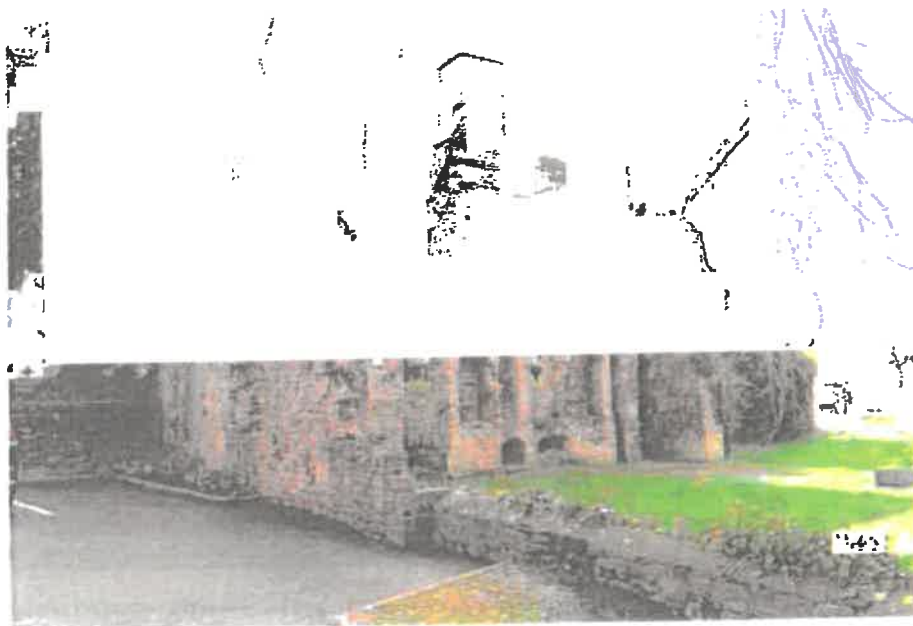


Lyn Cadwallader  
Chief Executive



# QUI QUE IAL SPECTIO

PREPARED FOR THE MAGOR WITH UNDY COMMUNITY COUNCIL



## PROCU TORS HOUSE, AGOR

INSPECTED BY:  
Morgan & Horowskyj Architects  
The Schoolroom,  
Castle Street  
Abergavenny,  
Monmouthshire.  
NP7 5EE

T: (01873) 852465  
E: [stefan@morganhorowskyj.co.uk](mailto:stefan@morganhorowskyj.co.uk)

FEBRUARY 2020



# PROCURATORS HOUSE      GOR

UNION ANNUAL INSPECTION 2020

PREPARED FOR THE MAGOR WITH  
UNDY COMMUNITY COUNCIL

REF. NO:      1142

TITLE:      PROCURATORS HOUSE, MAGOR

WEATHER AT TIME:      DRY AND OVERCAST

DATE:      25<sup>TH</sup> FEBRUARY 2020

## NAME AND ADDRESS OF ARCHITECT/CHARTERED BUILDING SURVEYOR:

S.P. HOROWSKYJ Mo an & Horows ' Architects  
The Schoolroom      le Street Abs avenn Monmouthshire. NP7 5EE

### 1. HISTORY

These remains constitute the ruins of a large 16<sup>th</sup> Century house referred to in 1585 as a mansion house belonging to the Vicar of Magor. A possible further house on the site referred to in 1388 may have been linked with an Italian Abbey at Anagni to which the church and tithes were granted in 1238. These were subsequently leased by and eventually granted to the Cistercian community at Tintern. It is believed that this explains the traditional name of Procurators House.

### 2. BRIEF DESCRIPTION OF REMAINS

The remains of the Procurators House are situated beside the St. Marys Churchyard a short distance from The Square in Magor. It comprises of three walls to the north, east and south of the site. Constructed in roughly coursed stonework the walls are pierced with various recessed arched openings and there are the remains of a chimney on the north wall. Approximately rectangular on



plan the monument has two small projecting wings. The section of north wall is about 11mts long and stands 4mts high and is up to 600mm wide. The east wall is 16mts in length and stands to a maximum height of 6mts. To the south the wall survives as a 3mt length up to 6 mts high.

To the east of the remains there is heavy undergrowth but to the west access is available via a paved footpath and lawned garden. The remains straddle a change in level of between 1.5mts and 3mts. A car park abuts the north wall and the site is open and readily accessible to the public.

The stonework has ashlar quoins, fireplaces and dressings. Comprising of two storeys with a cellar. At first floor level are the remains of recessed windows with segmental pointed arches two of which extend to full height. A chamfered fireplace with relieving arch lies below the chimney stack. The cellar has 4 segmental headed pointed arched openings.

The Building is a scheduled monument Mm180 and is grade II\* Listed because of its important architectural and historic interest as well as its group value with Magor Church and Churchyard. Copies of the listing and scheduled monument description are attached. Clearly the monument is of national importance for its potential to enhance our knowledge of medieval construction techniques and settlement organisation.

**3. REMEDIAL WORK  
COMPLETED**

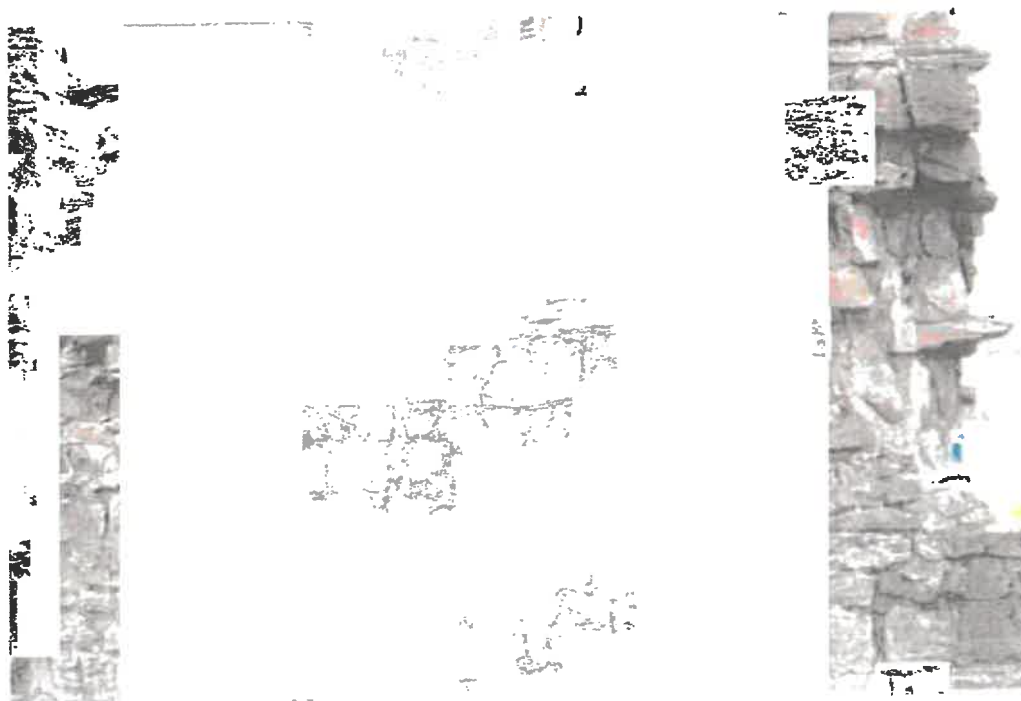
Since the last inspection there appears to have been no work carried out on the monument apart from the removal of some ivy

**4. REMEDIAL WORK  
OUTSTANDING**

Please refer to the rear of this report.



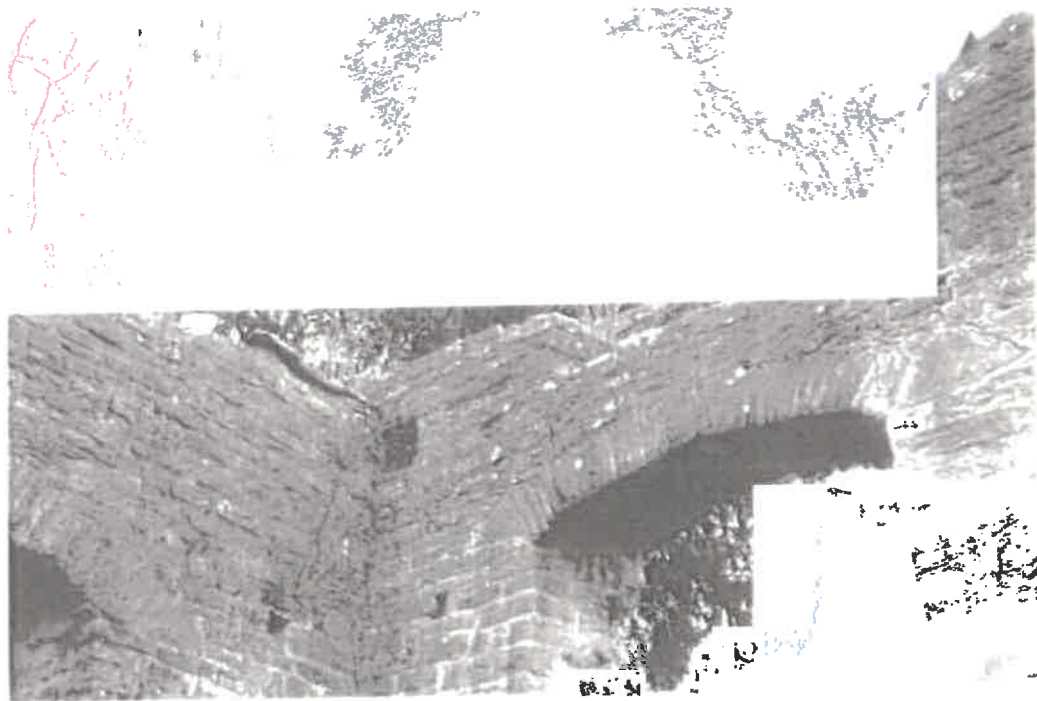
**North face of North wall.**



**Detail view of North face of North wall showing areas of loose stonework and open joints requiring repointing.**



**Outside face of North East corner showing establishment of Ivy growth.**



**Inside face of North East corner showing plant growth in the wall at high level.**

## **5. MAIN WALLS**

### **NORTH FACE NORTH WALL**

The north wall is approximately 4mts high with a vertical arched opening. Putlog holes are visible and the surface of the stone is badly stained near the East corner. The arched opening remains sound and the putlog holes are clear.

There are cracks to the surface of the stonework as previously reported but the delamination has not become worse since the last inspection. The stonework was generally in reasonable order although ivy is beginning to become established at the north east corner of the wall and this should be cut back. Some minor repointing is still required at low level and near the quoin stones to the north west corner. Also some mortar has washed away at the bottom of the right hand reveal to the large opening. Some stonework was loose in isolated locations and should be rebbed. Access to the top of the wall was not available on the day of the inspection but there was evidence on the west end of the wall that mortar had washed out of the joints.

### **SOUTH FACE TO NORTH WALL**

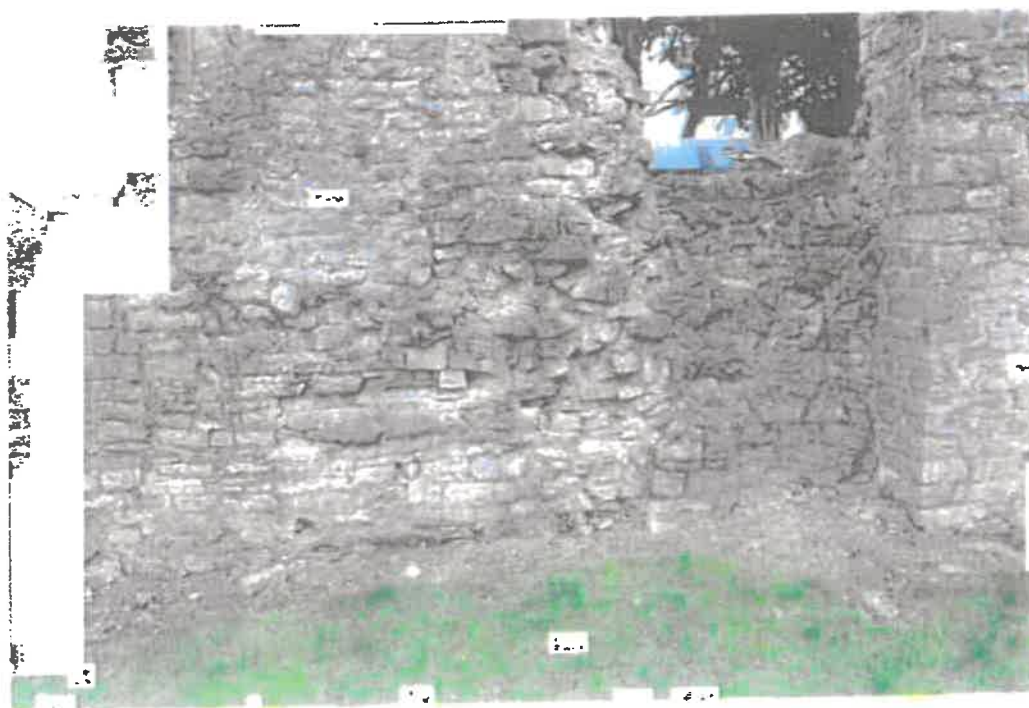
There was evidence of loose stonework beneath the large arched opening to the left hand reveal and this has fallen to the floor. However, the loose stonework was limited to an area of approximately 4m<sup>2</sup> and generally the wall looked reasonably sound. There are patches of plant growth which should be removed at the west end of the wall. Ivy was seen to be growing to the left of the arched recess within a putlog hole and this should be taken out. The stonework on top of the wall looked reasonably sound when viewed from the south. Plant growth had become established at the north east corner and in the top of the wall and should be removed. Dampness was visible below this corner.

### **WEST FACE EAST WALL**

Within this wall there are 13 no. self supporting stone arches and the remains of a chimney. The openings appear to be remnants of doorways, windows and fireplaces. The plant growth has become re-established on top of the wall to the right of the chimney near the south east corner and above the arched opening to the north. This plant growth should be carefully removed to prevent it becoming further established in the wall.



**South face of North wall.**

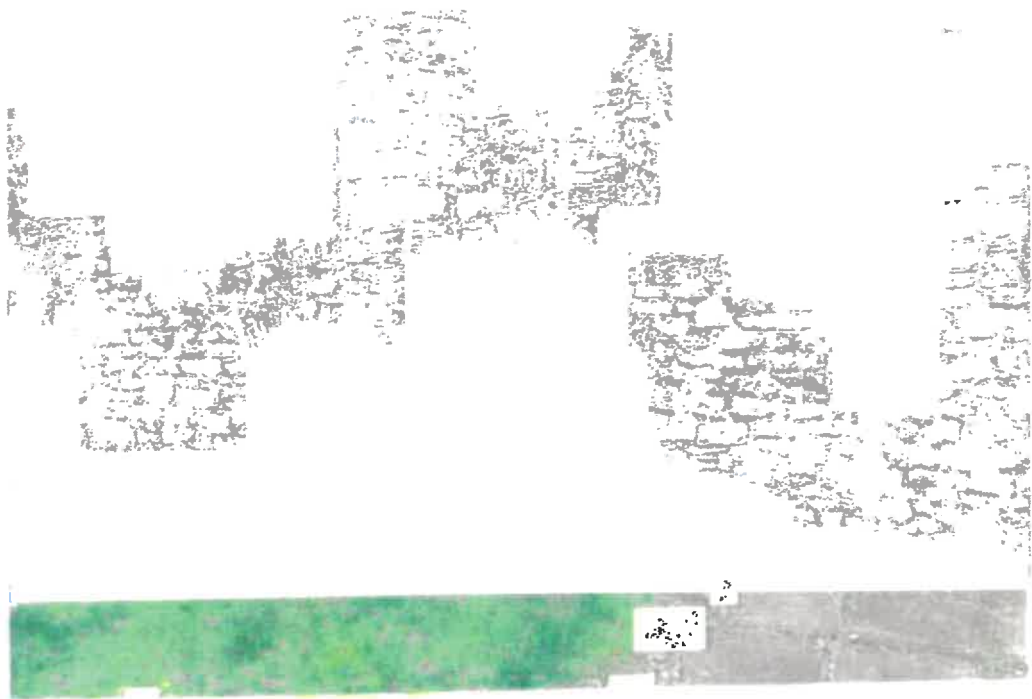


**Detail view of South face of North wall showing areas of plant growth, loose stonework and open joints.**





**West face of the East wall.**



**Detail view of the West face of the East wall at low level showing plant growth and open joints.**

Plant growth has also become established in the lower arches and this too should be removed.

Generally the mortar appears to remain intact but repointing is required on this face. To the top of the chimney there are coping stones and whilst there are gaps between the joints they seem to be securely bedded on top of the chimney. Isolated pointing is required throughout the wall and within the first floor fireplace recess.

The remains of a spiral staircase are visible and there is corbelled stonework to the right hand archway. Slight movement has occurred to the right hand arched head at high level.

#### **NORTH FACE SOUTH WALL**

This is the smallest area of wall remaining. There is evidence of the lime render that originally covered the wall. Ivy has become established at the west end of the wall and this needs to be removed. Some mortar has washed out of the joints at high level and repointing is required.

#### **SOUTH FACE SOUTH WALL**

Although ivy was cut back after the last quinquennial inspection it has returned and become established on 75% of the wall. This should be cut back again to prevent it from spreading further. At higher level there is buddleia growing within the putlog holes and this should be removed. Elsewhere the pointing and stonework was generally sound. There is a change in level at the south east corner of the remains and since a barrier was installed it appears to have deterred people from climbing along the side the monument in this location. There is evidence of falling masonry and the top of the wall may require consolidation. Some loose stonework was visible in the arched head. The mild steel barrier requires repainting.

The remains of the spiral staircase are also clearly visible.

Within the west face of the east wall plants have become established within various recesses. These are growing in the stonework in the wall and should be cut back and removed. The roots of the plants may cause damage to the fabric of the wall. At the top of the South Wall on the West side there



**Internal view of the South East corner**

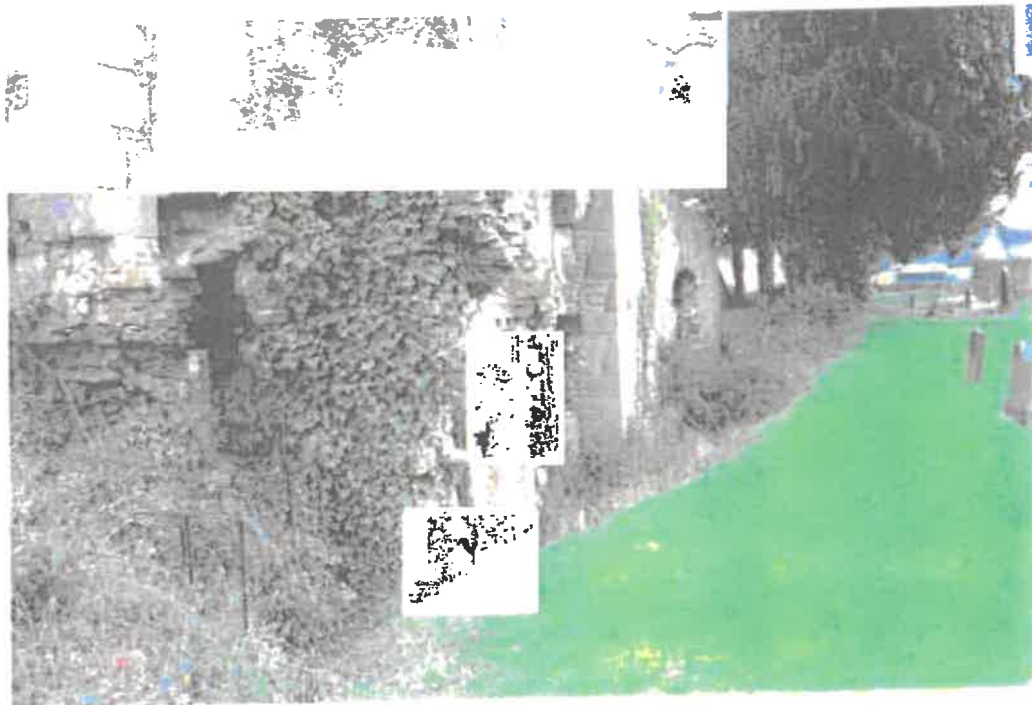


**External view of the South East corner.**





**South elevation of the South wall heavily overgrown with ivy.**



**Detail view of the outside of South East corner showing extent of ivy growth over stonework and mild steel rail.**

does appear to be some loose stonework which needs to be rebbed and this is due to plant growth which is growing out of the wall.

#### **EAST FACE EAST WALL**

The various arched openings seen on the west face of this wall are also visible on the east side. There are isolated patches of plant growth on the wall at high level and this should be removed. The wall is heavily overgrown with ivy at the south east corner. Also there is heavy overgrowth along the base of the wall for most of its length. The pointing is reasonably sound although some delamination has occurred to the quoins stones at the lower level of the chimney. This loose stonework should be rebbed.

Whilst there are open joints in the coping of the chimney the stonework did appear to be sound when viewed from ground level. However closer inspection is recommended. Cracks were filled after a previous inspection and the pointing remains sound. Barriers have been installed at the south east corner and to one arched opening and these remain sound but require redecoration. Some isolated repointing is needed around the large high level opening to the left of the chimney. Also there is some loose stonework at the south east corner that requires consolidation. The heavy overgrowth appears to be deterring young people from climbing on the walls. It was noted that a warning sign has been reinstated since the last inspection.

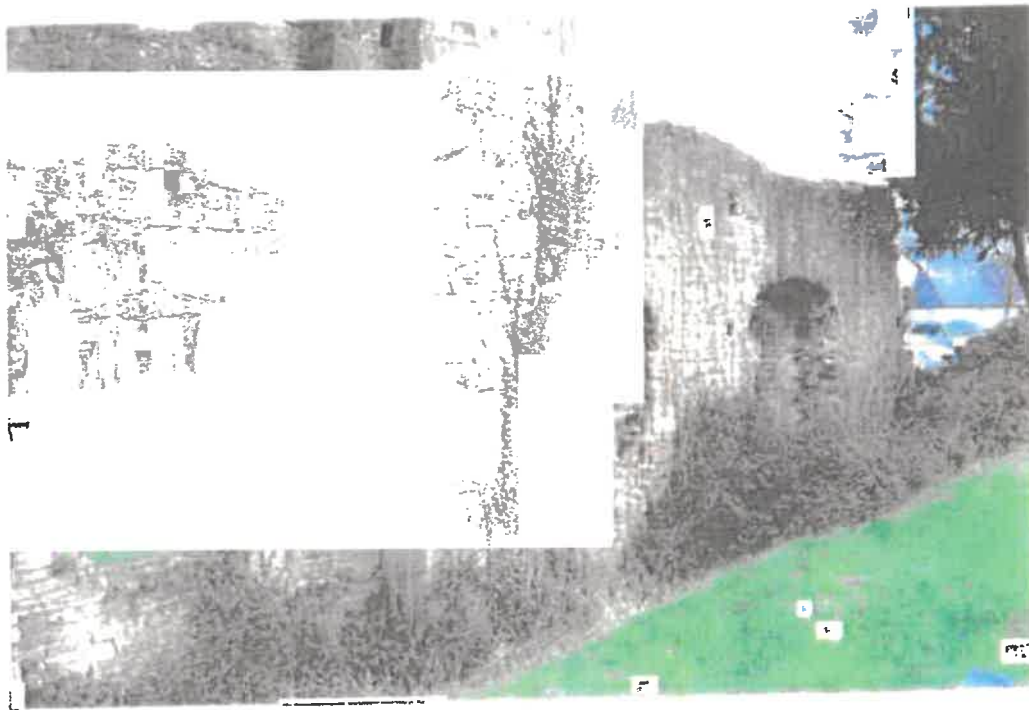
## **6. SECURITY AND CONSERVATION**

As noted in the previous report a problem associated with these remains is the fact that they are completely open and accessible to the general public. This should be of concern to the Community Council and the problems of children climbing on the walls should be considered.

It was previously advised that a risk assessment be carried out to establish the degree of danger to visitors to the site and children playing amongst the walls. The dangers would be assessed under the following headings.



**East elevation of East wall.**



**Detail view of the East face of the East wall showing extent of overgrowth which needs to be removed.**

(i) Danger of children gaining access and possibly falling from the structure. Clearly on the day of the inspection this danger was less acute. The area of particular concern were the openings and staircase near the south east corner where the teenagers were previously seen to be climbing through the other openings.

(ii) There had previously been a danger of falling masonry although this had been resolved with the repairs that were carried out. However, some loose stonework is again evident and the walls should be continued to be monitored. This is to ensure that any fallen masonry can be removed if it becomes a danger.

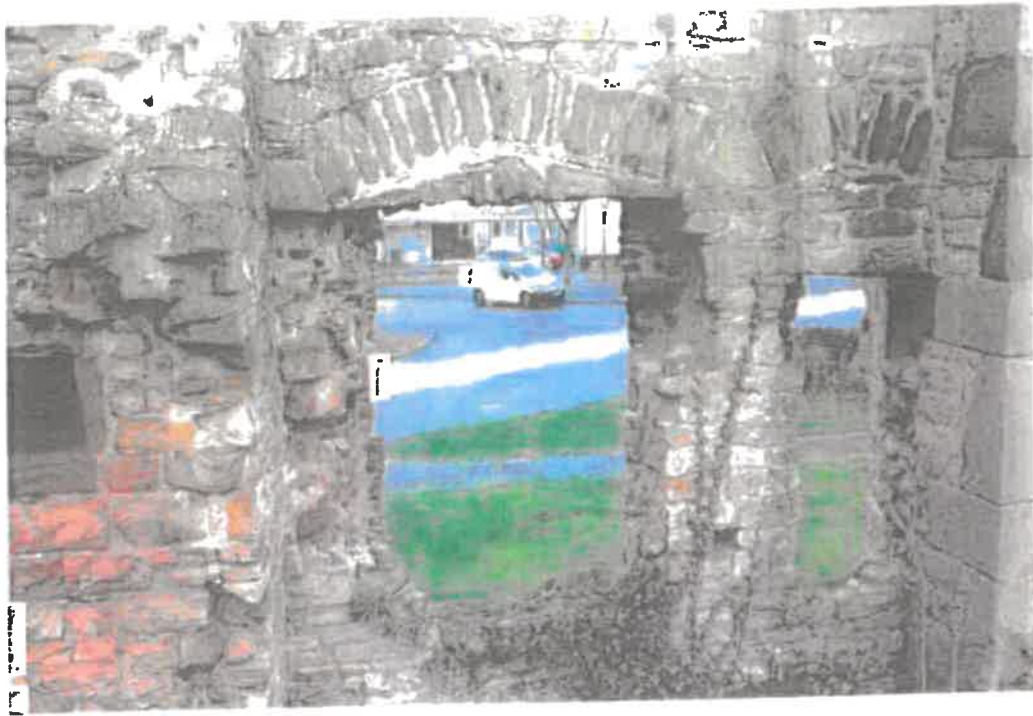
(iii) Leading on from the last point is the question of conservation and a comprehensive repair was carried out previously. This work was well done and much of the pointing remains sound. However, the plant growth is out of control and should be removed on a regular basis under general maintenance.

(iv) The requirements of the Disabled Discrimination Act were previously discussed. We questioned whether the monuments should be fully accessible to all visitors. The council will need to establish whether or not it is acceptable that the remains cannot be viewed closely from the churchyard elevation because of the lack of a footpath. However, it is acknowledged that since the churchyard is kept in good order it is possible to approach the remains without too much difficulty.

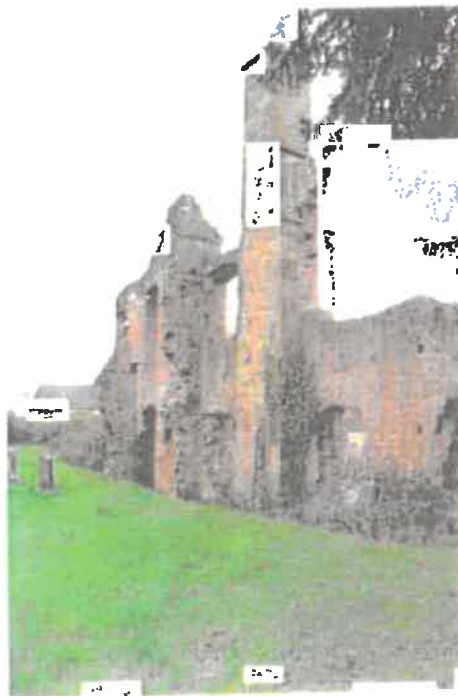
For insurance purposes the Council should consider installing new warning signs on the East side of the East wall and possibly a further barrier to stop children climbing on the remains.

## **7. THE SITE**

As noted earlier there are lawned areas within the three walls which are level and appear to be well tended. Concrete paving slabs form a pathway up to the face of the remains and a plaque describing a brief history of the house is visible. The path was uneven and approx. 70 slabs were cracked and broken. These should be replaced. This would make access easier for disabled visitors.



**Loose stonework to arched head of opening on the East face of the East wall.**



**East face of East wall viewed from the North East corner.**

There is also a street lamp at the pavement position providing illumination in poor or dark conditions.

On the east elevation of the remains facing the churchyard the site is less well tended than was previously the case when the last inspection was carried out. The plant growth has become established on the base of the wall and this should be removed. There is a change in level between the churchyard and the back of the wall which is about 1500mm. And bearing in mind the vandalism that has taken place in the past it would be prudent to keep the plant growth down to a manageable level.

To the west of the monument there is a low boundary stone wall which is overgrown with ivy and requires repointing. To the rear of the wall some stonework has been lost and should be reinstated.

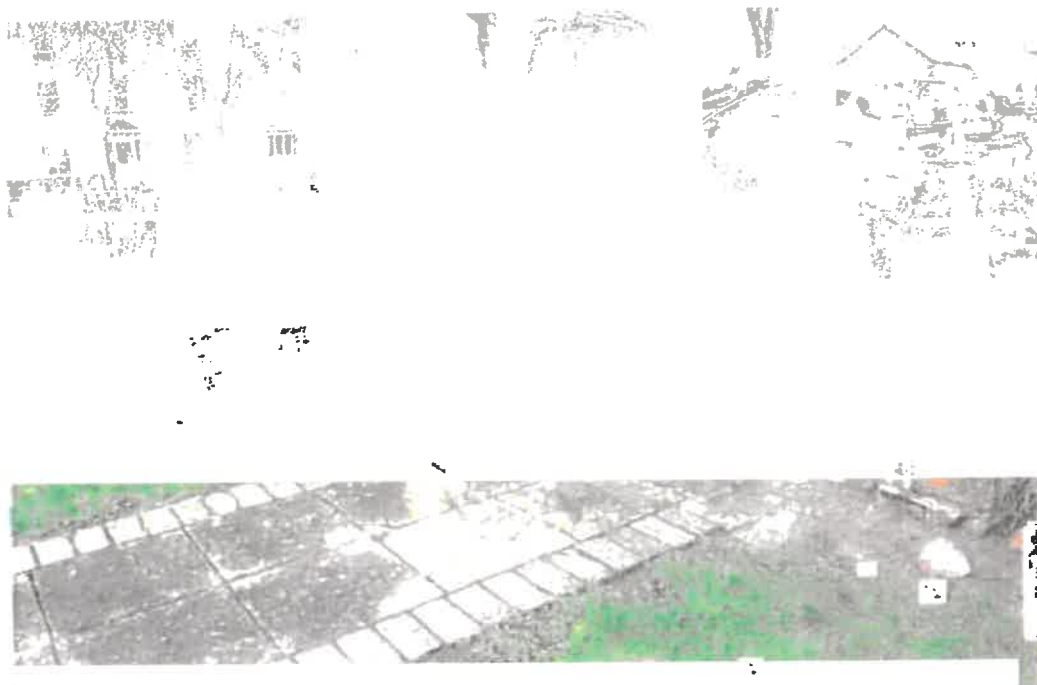
At the north east corner there is an overhanging tree which is rooted within the Churchyard. This tree should be cut back if possible (pending agreement with the PCC).

## **8. INSURANCE**

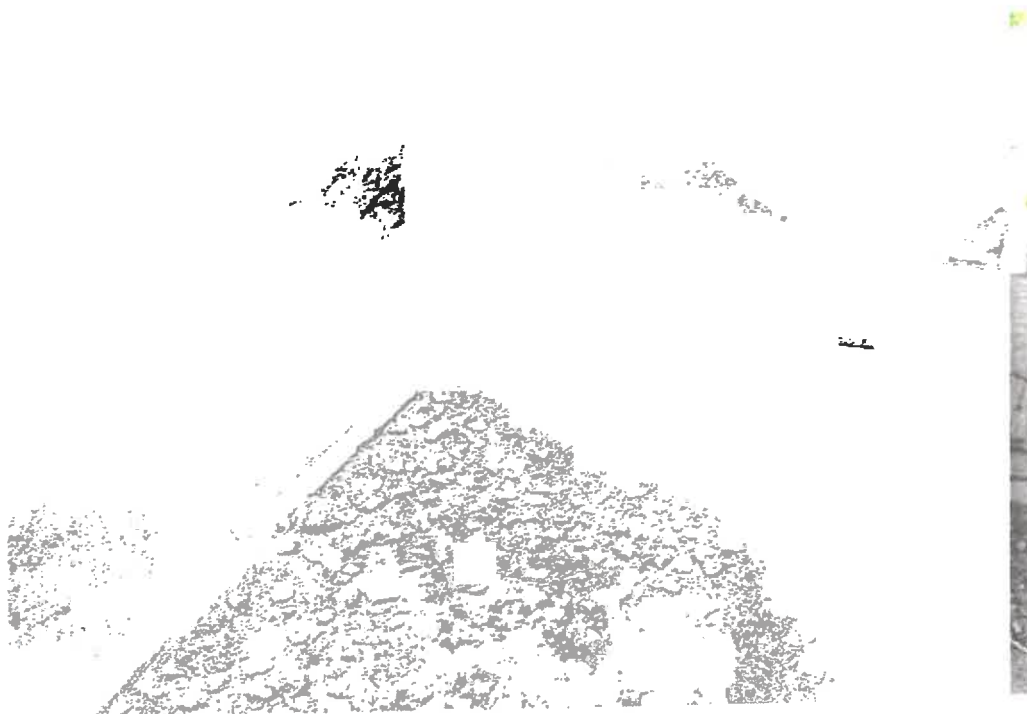
After preparing the risk assessment recommended above the insurance risks associated with the remains should be clear. Basically there are risks of children and teenagers climbing and falling off the walls. Also there is the lesser risk of loose stonework falling on to visitors, but since the remains are generally sound this is only a remote possibility.

Within the middle arched opening to the east wall some repointing is needed to the stonework underneath the arch. At high level some repointing is needed above the south east corner and to the stonework within the former stairwell above the south east corner.





**Damaged paving slabs require renewal and wing wall to the West of the monument is heavily overgrown with ivy. Also open joints require repointing.**



**Hole in the rear of the wing wall that requires repair**

**9. INSPECTORS  
RECOMMENDATIONS**

The Magor and Undy Community Council are obliged to keep the Procurators House monument in reasonable order. The Authority has done well in the past to repair the structure. However further repair and maintenance is now required. Before any repair work is undertaken the Council will need to obtain scheduled monument consent from CADW.

To summarise the points identified above we propose the following.

**A) IMMEDIATE REPAIRS AND  
RECOMMENDATION**

- Carefully remove plant growth and ivy in accordance with CADW's recommendations. Take out roots, treat with weed killer and reinstate any subsequent loose masonry.

Carefully remove isolated loose stonework and rebed on lime mortar.

- Carefully repair any cracks to stonework. Stitch in stones to reinstate fabric and point up joints with lime mortar.
- Carefully lift up and rebed any loose stonework.
- Repoint isolated areas of wall in lime mortar.
- Carry out a closer inspection of the top of the chimney to make sure the stone slabs are secure.
- Lift up and rebed coping stones to chimney if required.
- Introduce some matching stonework and replace missing areas at low level on the east wall.
- Cut back brambles and ivy growth along all walls and treat area with weed killer.
- Install an additional sign warning visitors of the possibility of loose stonework and to prohibit climbing on the walls on the east elevation of the east wall.



- Install a further barrier to prevent access on to areas of the wall particularly near the south east corner.
- Rub down and repaint mild steel railings.
- Lift up and renew paving slabs.

Bearing in mind the widespread repairs that are needed to the Procurators House the anticipated approximate cost for the above has been based on the need to provide scaffolding throughout.

Scaffolding	£7,000.00
2 Labourers removing plant growth for two days.	£720.00
Say 40m <sup>2</sup> of repointing @ £80.00.	£3,200.00
Treatment of roots.	£300.00
Cut back ivy and overgrowth.	£500.00
Lift up/rebed stonework	£1,500.00
Lift up and renew paving slabs.	£1,500.00
Supply and fit additional railings/decorate existing.	£1,200.00
Contractors Preliminaries @ 8%	£1,273.80
	£1,719.36
<b>Anticipated Total Cost</b>	<b>£18,912.96 plus VAT</b>

Please note that these costs are very approximate and have been based on recent tenders for work of a similar nature. However before proceeding further with any repairs, a detailed specification should be prepared and have CADW approval. These are budget costs and are indicative only and should be treated with caution. Costs may vary depending upon the extent of the works, choice of contractor, his proximity to site and prevailing market forces.

**B) RECOMMENDATIONS ON CARE  
DESIRABLE REPAIRS OR  
IMPROVEMENTS**

The following recommendations are advised for the long term care of the remains.

- Prepare a maintenance plan based on five year cycle.
- Monitor structure on a regular basis to identify any loose stonework.  
Keep ivy and other plant growth off walls.  
Allocate a maintenance budget for possible future repairs.
- Consider the installation of lighting to improve security.
- Inform local police of possible vandalism problems.
- Consider whether you wish to provide full disabled access and if so provide footpath along the east elevation.

The report on this Church is based on detailed examination of selected areas and excludes those areas which are inaccessible or covered. If the Council provides such ladders and other assistance which the Inspector considers necessary, further inspections can be undertaken.

**SIGNED**

**BSc. (Hons) B.Arch RIBA ACI Arb.**

**FIRM MORGAN & HOROWSKYJ ARCHITECTS THE SCHOOLROOM CASTLE  
STREET ABERGAVENNY MONMOUTHSHIRE. NP7 5EE**

**DATED 26<sup>TH</sup> FEBRUARY 2020**

# **APPENDIX A**

## **LISTING STATEMENT**

# Scheduled Monuments- Full Report



Reference Number	Name	Date of Designation	Status
MM180	Medieval Building adjoining Magor Churchyard	04/06/1972	Designated
Unitary Authority	Community	Easting	Northing
Monmouthshire	Magor with Undy	342485	187014
Broad Class	Site Type	Period	
Domestic	House (domestic)	Medieval	

## Summary Description and Reason for Designation

The following provides a general description of the Scheduled Ancient Monument. The monument consists of the remains of a building of 14th century date and traditionally known as the Procurator's House. The site comprises the remains of a two storey building with a basement located immediately to the W of the churchyard on its W side. It lies in a narrow strip of land between the churchyard and the road in an area that has been landscaped. The building is built of roughly coursed sandstone rubble with ashlar quoins, fireplaces and dressings. It is roughly rectangular in plan with 2 small projecting wings, one possibly a porch facing the churchyard and one recorded as facing the village square. The section of N wall is 11m long and stands 4m high and is up to 0.6m wide. It has a small window at the W end, a large opening with a gently arching top and a blocked chimney opening at first floor level. Some of the facing stone is still in place. The E wall is 10m in length and stands to a maximum height of 8m, with the full height of the chimney surviving. The basement level has 4 pointed arched openings, two either side of the central chimney. At ground floor level are 3 pointed arched windows, 2 to the N of the central chimney and 1 to the S. The fireplace is missing from the central chimney, although a hole where it was is present together with the relieving arch. Immediately to the S of the fireplace is a narrow window. A second ruined chimney is located at the S end of the wall, also missing the fireplace but retaining the opening and relieving arch. A second narrow window is located to the S of this chimney. At first floor level the central fireplace survives together with two pointed arch window openings on the S side of the chimney. The SW wall survives as a 3m long stretch, up to 6m high. Putting holes and fragments of wall plaster survive on the interior of the structure. The building is referred to as the mansion belonging to the Vicar of Magor in 1585 but a possible earlier house on the site may have been linked with the Italian Abbey at Anagni to which Church tithes were granted in 1238. The tithes were subsequently granted to the Cistercian community at Tintern. The monument is of national importance for its potential to enhance our knowledge of medieval construction techniques and settlement organisation. It retains significant archaeological potential, with a strong probability of the presence of associated archaeological features and deposits. The structure itself may be expected to contain archaeological information concerning chronology and building techniques. The building may be part of a larger cluster of monuments and its importance can further enhanced by their group value. The scheduled area comprises the remains described and areas around them within which related evidence may be expected to survive.

# Full Report for Listed Buildings



Reference Number	Building Number	Grade	Status	Date of Designation	Date of Amendment
18064		II*	Designated	31/05/1995	31/05/1995

Name of Property	Address
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Magor Mansion (also known as the  
Procurator's House)

Unitary Authority	Community	Town	Locality	Easting	Northing
Monmouthshire	Magor with Undy		Magor	342485	187015

Street Side	Location
	Situated adjacent to churchyard to north-west of St Mary's church.

Broad Class	Period
Domestic	

## History

Ruins of large C16 house, referred to in 1585 as a mansion house belonging to the Vicar of Magor. A possible former house on the site referred to in 1388 may have been linked with an Italian Abbey at Anagni to which church and tithes were granted in 1238, these subsequently leased by and eventually granted to the Cistercian community at Tintern; this may explain the traditional name of the Procurator's House.

## Exterior

Of roughly coursed sandstone rubble with ashlar quoins, fireplaces and dressings. Two storeys and cellar. Of roughly rectangular plan with 2 small projecting wings, one possibly a porch facing churchyard and one recorded as facing village square. Main SE wall stands in part to chimney height which shows gable coping. On first floor are remains of recessed windows - no mullions surviving - with segmental pointed arched heads, 2 to full height. Chamfered fireplace with relieving arch and stack above and remains of further stack and newel stair to S. On ground floor are similar windows of varying dimensions and 2 flues, no fireplaces surviving but relieving arch above opening. Cellar has 4 segmental headed pointed arched openings. SW wall survives to roof level only as a short return with fragmentary openings. NE wall has two arched openings and a fireplace. Putlog holes and some internal lime plaster survive.

## Interior

## Reason for designation

Although scheduled, this building is also listed for its important architectural and historic interest and for its group value

## **Making Payments to members**

- 13.30 Table 10 sets out each of the above determinations and if a decision is required by the council in respect of each one.
- 13.31 In respect of the mandated payments where no decision is required by a council, members should receive monies to which they are properly entitled as a matter of course.
- 13.32 Where a decision is required by the council, this should be done at the first meeting following receipt of the Annual Report.
- 13.33 A council can adopt any, or all, of the non-mandated determinations but if it does make such a decision, it must apply to all its members.
- 13.34 When payments take effect from is set out in paragraphs 13.38 to 13.40 below.
- 13.35 On receipt of the draft Annual Report the previous autumn, councils should consider the determinations for the next financial year and use this to inform budget plans.

**Table 10**

<b>Determination Number</b>	<b>Is a decision required by council?</b>
<b>42</b> All community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.	No - the payment of £150 is mandated for every member unless they advise the appropriate officer that they do not want to take it in writing.
<b>43</b> Community and town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.	Yes – a council must decide how many payments of £500 it will make – to between 1 and 5 members unless they advise the appropriate officer in writing that they do not want to take it.
<b>44</b> Community and town councils in Groups B or C can make an annual payment of up to £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.	Yes – it is optional to pay it for up to 5 members and, if it is paid, the amount (up to £500) must be decided.
<b>45</b> Community and town councils can make payments to each of their members in respect of travel costs	Yes – the payment of travel costs is optional

for attending approved duties.	
<b>46</b> If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members.	Yes – the payment of overnight subsistence expenses is optional.
<b>47</b> Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties.	Yes – the payment of financial loss allowance is optional.
<b>48</b> All community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month.	No - the payment is mandated for every member if they are eligible to claim, and wish to do so.
<b>49</b> Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500.	Yes – the payment to a Civic Head is optional.
<b>50</b> Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum amount of £500.	Yes – the payment to a Deputy Civic Head is optional.
<b>51</b> Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and reimbursement of costs of care.	No - Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) can only receive travel and subsistence expenses and reimbursement of costs of care; if they are eligible to claim, and wish to do so.

**13.36** All members are eligible to be paid the £150 as set out in Determination 42 from the start of the financial year; unless they are elected later in the financial year, in which case they are eligible for a pro-rata payment from that date.

**13.37** Other amounts payable to members in recognition of specific responsibilities or as a civic head or deputy civic head as set out in Determinations 43,44, 48 and 49 are payable from the date when the member takes up the role during the financial year



14.1.

**Admin Ma or Undy**

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**From:** Keyse, Nicholas <NicholasKeyse@monmouthshire.gov.uk>  
**Sent:** 28 February 2020 10:49  
**To:** Magor with Undy Magor with Undy; Magor with Undy Magor with Undy  
**Subject:** RE: MON CC OWNED LAND

Hi Beverly,

Gareth no longer works for the authority and as such please feel free to direct queries such as these to our Estates address (estates@monmouthshire.gov.uk) or me directly.

Monmouthshire County Council's Estates department are promoting various areas of land throughout the County for allocation in the LDP. We submitted a number of sites as part of the Stage 1 call for sites and continue to assess the suitability of these sites (and others) for their development potential.

The LDP will consider various uses (residential, employment, recreation, tourism, infrastructure, etc.) so if there are any specific areas you wish for us to consider then please feel free to send on the details.

Many thanks,

Nick

Nicholas Keyse MRICS  
Development Surveyor / Datblygu Syrfewr  
Monmouthshire County Council / Cyngor Sir Fynwy  
Rhadyr,  
Usk,  
Monmouthshire,  
NP15 1GA

14.1.2.1

**Admin Ma or Undy**

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**From:** steve griffiths  
**Sent:** 11 March 2020 10:20  
**To:** admin@magorundy.co.uk  
**Subject:** Field for Magor rfc

I wish on behalf of Magor rfc to request that the community council support our bid for the field (as detailed in the plans submitted) for recreational use by Magor rfc in conjunction with Magor & Undy CC.

This will enable us to play our upcoming league fixtures at home within the village and develop the future rugby players of Wales.

Steve Griffiths  
Sec Magor RFC



*UNDY & MAGOR CRICKET CLUB  
THE CAUSEWAY, UNDY,  
NP26 3EN TEL 01633 881352*

14.2

Larry Wilkie  
Secretary  
Betnor House  
Main Road  
Undy  
CALDICOT  
Monmouthshire  
NP26 3EH

Tel 01633 882095

24/02/2020

FAO  
Beverly Cawley  
Clerk  
Magor with Undy Community Council  
Council Office  
Magor Police Station  
Main Road  
Undy  
Monmouthshire  
NP26 3EH

Dear Beverly,

My name is Larry Wilkie, and I am Club Secretary of Undy and Magor Cricket Club.

I am writing to you in the hope that you will be able to help with the situation we currently find ourselves in regarding a home to play cricket in the villages of Undy and Magor.

Very briefly, we used to share our home with Undy Football Club, at the Causeway in Undy up until Network Rail started work on the railway line in 2016 and used the club as a base for their vehicles, at which point we moved to ground share with Sudbrook Cricket Club, as there was a temporary hard surface put down for the vehicles that ran across the entire length of the cricket playing area. This was an agreement that was to be for one year, but more likely would be two years.

However, in the time that we were away, further developments, including the football club planning on a complete refurbishment of their main pitch meant that our stay in Sudbrook was to be a longer one, as the work going on to refurbish the pitch would impact on our playing area.

I would be very happy to discuss this in more detail, but cutting a very long story short, we felt it was in the best interests of both the football club, and ourselves, to find a long term solution regarding a new home for playing cricket, and therefore negotiated a longer ground share term with Sudbrook CC, while we searched for a possible new home.

This is where we are now looking for help, as we would love to bring cricket back to the area.

Along with Magor Rugby Club, have identified two fields in Knollbury, which we understand are council owned, that would be of great interest to us for the purpose of using as a combined Rugby and Cricket facility, therefore providing all year round use for local children and adults, and bringing cricket back to the area where we feel it belongs.



***UNDY & MAGOR CRICKET CLUB  
THE CAUSEWAY, UNDY,  
NP26 3EN TEL 01633 881352***

My understanding is that the last survey highlighted a shortage of recreational land in the area, and we are hoping that you would be able to help in our pursuit of a solution to this issue.

I would be very pleased to meet up with you to discuss this further if you think this might be helpful.

I look forward to your response.

look forward to your response.

Yours sincerely

Larry Wilkie  
Undy and Magor Cricket Club  
[larrywilkie@talktalk.net](mailto:larrywilkie@talktalk.net)  
07443 923218



MA

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L

## FEBRUARY 2020:

- **MEETINGS:**

Prepared for and attended several meetings

- Prepared several reports for Council including
  - Grants
  - Allotments (fly tipping and boundary hedge)
  - Play Parks

- **OUTSIDE EVENTS/MEETINGS:**

- Attended the February Pop-Up Hub – poor attendance – probably due to weather, but Career Wales saw 4 people. Total of 12 members of the public attended. Cllrs Bailey and Crook dropped in.
- Attended the SLCC Greater Gwent Branch meeting – which has not met for some years. Clerks across the area highlighted their major challenges; The problems across the Councils were much the same whether a large or small council - from Councillors not understanding their role and responsibilities as well as not understanding or wanting to understand the role of the clerk, to non-attendance at Councillor training events and a lack of knowledge of duties as an employer, to bullying and harassment. Clerks felt workloads and expectations were high, resulting in a higher amount of unpaid overtime worked. Branch to be re-launched, meeting quarterly.

- **RESIDENT ISSUES/COMPLIMENTS/COMPLAINTS:**

Gave advice, actioned or dealt with various resident complaints and issues, including the following:

- Reported:
  - Reported issue with flooding to Mon CC
  - Took several calls and reported problem with black waste bags at rear of Withy Walk. Mon CC to educate residents and try to do an early pickup.
  - Reported for a second time the issue of continued failure by Mon CC to pick up hygiene waste bags. Followed up further non-collection later in the month.
  - Contacted Undy Memorial Hall Chairman on behalf of resident in respect of a hall tree down (during storm Dennis) that remained unsafe. Followed up in respect of ownership of land/tree via Mon CC. Confirmed back to Undy memorial Hall that the responsibility remain with them.

- **TENNIS & MUGA COURTS**

- Hand-delivered the cheques for payment of invoices/certificates 1 & 2, due to their high value and lateness in being approved and signed, in order not to be charged interest under the Late Payment of Commercial Debts (Interest) Act 1998
- Liaised with SWSP Contractors Ltd regarding the Basketball posts and new weatherproof box to house the electricity tokens and discussed the curfew time to be set for the floodlights.

- Forwarded more information (some of it a duplicate of previous documents) to Mon CC Planning Department in respect of the proposed floodlighting.
- Met with SWSG on-site to discuss lighting curfew times and access
- **SYCAMORE PLAY PARK**
  - Drafted the specification for the works and supply of new play park equipment for Sycamore Play Park.
  - Following Council's approval of the work spec we loaded the information onto the Government website 'Contract Finders' as well as our own web and Facebook pages.
  - We forwarded the information out to suppliers who have been in contact with us over the last few months, as well as suppliers who picked up the information from the websites/Facebook. Eight companies requested/sent specification etc.
  - Attended meetings with several representatives of companies with a view to them tendering for the play park works
- **VILLAGE IMPROVEMENTS:**
  - Site visit with supplier/installer of new notice board for Undy Pound.
  - Met (with Chair) the Director of Vision ICT in relation to the new 'Welcome to Magor & Undy Website' to discuss the next steps.
- **GENERAL OFFICE UPDATES:**
  - Sent off the completed nomination for OVW Innovative Awards re Common-y-coed Plantation together with documentary photos and documents.
  - Responded to a Freedom of Information request from an external company
  - Prior to the February Council meeting we reviewed the grant applications annotating whether Council had the power to spend/purchase.
  - Confirmed with the auditor that it is in order for the Council to buy equipment and 'gift' it to an organisation, thereby allowing the Council to claim the vat back and reducing the amount of public monies spent.
  - Responded and dealt with numerous emails and calls from Councillors.
  - Wrote to Severnside Area Police regarding non-attendance of CSO at pre-arranged meeting with a Councillor/Governor.
  - Commenced organisation of Commonwealth Day Civic Service, liaising with the Rev Canon Jeremy Harris, drafting the programme, and sending invitation out to the Lord Lieutenant of Gwent's office.
  - Discussed with Rev Canon Jeremy Harris the VE Day celebration church service in Magor Square on 10<sup>th</sup> May 2020. Sent invitation out to the Lord Lieutenant of Gwent's office. And sent email to Severn Tunnel Band.
  - Completed a survey for Welsh Government in respect of our allotment provision.
  - Dealt with requests for further information from the Wales Audit Office. Also checked extracts from the WAO consideration document to check over the factual accuracy.
  - Chased clearance of one plot at Undy Allotment site.

*Clerk*

*March 2020*



**REPORT FROM MY RECENT MEETING HELD ON THE 09/03/2020 at NRW OFFICES.**

**NRW Pye Corner Office. Broad Street Common. Nash. Newport NP18 2BE.**

The meeting started at 2pm with almost a full complement of Members present.

The Chairman delivered the Agenda as enclosed.

The Minutes of the Last meeting was accepted as a true record of events.

However when we got to No 5 item on the agenda Mr David Letellier the Region / Area Manager of NRW Started to advise us of the proposed changes they are going to make going forward.

That is that NRW want to meet only twice a year and that they will be putting their own Chairman in to chair these meetings!

This went down like a lead balloon with all concerned telling him that was not in line with the constitution of the Caldicot & Wentlooge IDD Advisory Group.

Mr David Letellier went on to say that NRW does not recognise this group and actually this group has been meeting since 2015 without any authority to do so! As advised by the NRW legal team.

The NRW has not or will not take any further instructions from this group but this group has no authority to make any decisions going forward.

But Mr Letellier would be prepared to carry on with 2 meetings a year with a NRW person Chairing the meetings as a respect for the local ratepayers to be aware as to what is going on!

All of his opposite numbers in the NRW do not have such meetings or people on advisory committees such as this IDD advisory Group.

To be honest I have been representing Magor & Undy CC on this Group for a while now and it's been a total waste of time, as nobody is listening and nothing is getting sorted out, same old things are being said & discussed every time we meet! **THE MEETING FINISHED AT 4.35pm.**

So I would recommend that we do not carry on with representing ourselves anymore at this Group.

CLLR John Crook.

Magor with Undy CC.

Elms Ward.





**VE DAY**  
75th ANNIVERSARY  
8-10 MAY 2020

**Date:** 17th February 2020  
**Time:** 19:00pm  
**Venue:** Magor Church Centre  
**Present:** Cllrs Cook, Plow, Raggett (Magor with Undy Community Council)  
 Richard Waller, Rob Ollerton (Magor Churchmen's Society)  
 Peter Wilson (Royal British Legion)  
 Robert (GWT)  
**Report Author:** Cllr Sally Raggett

### **Purpose of Meeting**

#### **VE Day Celebrations workshop**

1. Cllr Cook opened the meeting
2. Possible events were discussed for the three days of celebrations
  - **Friday**
    - Magor Churchmen confirmed they would run the May Fayre with a VE Day theme up until 5pm.
    - Now agreed no seating would be arranged for in front of the stage.
    - Suggestion that the stall-holders dress up (1940's or red white and blue)
    - Cllr Raggett confirmed Council to supply bunting from their VE Day budget in association with the RBL
    - RBL to supply some of the large floppy poppies to decorate
    - Rob Ollerton agreed to put together a few minutes of 'audio' to play prior to The 'Nation's Toast' at 3pm on stage
    - If the Lord Lieutenant attends (he has been invited) then he would be asked to do the 'Nation's Toast'.
    - Confirmation received St Mary's Magor will ring out the bells at 7pm.
  - **Saturday**
    - Reminder that anyone wishing to apply for a road closure could speak with the Clerk.
  - **Sunday**
    - There would be no morning church services in Magor
    - A Civic Church Service would be held in the Square at the War Memorial at 10.30
    - Serenata Choir had agreed to sing at the Civic Church Service
    - Cllr Cook would ask Council to sponsor a band (STB) to accompany the hymn singing
    - Community Council office could print Programmes
    - Invitation already gone out for the Lord Lieutenant or Deputy Lord Lieutenant to attend.

- Undy AFC are hosting the Gwent Wildlife Trust Race for Wildlife from 10am to 1pm.
  - As well as the races, GWT will be working with Undy AFC to host a VE Day fair type event with stalls, games, activities and refreshments to continue into the afternoon.
  - Undy AFC have already booked some musical acts and both groups are trying to book some stalls.
  - The MUCH group would be hosting an afternoon tea-party for the elderly at Undy Memorial Hall which would include entertainment at 3pm to 6pm
  - MUCH were hoping to arrange for Mon CC Grass Routes to pick up and drop off some of the elderly residents to the event. Mike Moran has sent email with details.
  - There would be an evening service at St Mary's Church Undy at 6pm
3. All agreed that advertisement of the proposed events was essential
- Cllr Cook to speak with Jonathan Croft with regards to timescales for the publication of the Villager magazine joint advert with weekend events.
  - All groups would endeavour to share a timetable of the events via their websites and social media sites
  - It was suggested that Magor and Undy Community Council would set up a face book page. Sally to ask Clerk.
4. Date of the next meeting
- Monday 2<sup>nd</sup> March 2020 at 7pm. Clerk to seek availability of Undy Church & Community Hall.