

MAGOR WITH UNDY TOWN COUNCIL CYNGOR TREF MAGWYR GYDA GWNDY

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Ordinary Meeting 1900 hrs Monday 09th March 2026

Minutes of above meeting held at Magor Baptist Chapel and remotely via Zoom Meetings.

Adopted 13.04.26

Magor with Undy Town Council	In attendance / Apologies-Absent
Mayor, Cllr Frances Taylor (Chair)	In attendance
Deputy Mayor, Cllr Paul Cawley	In attendance
Cllr Penny Kirkham	In attendance
Cllr Mike James	In attendance
Cllr Donna James	In attendance
Cllr Victoria Hammett-Johnson	In attendance
Cllr Dr Mario Bisi	Apology
Cllr Mike Boyland	In attendance
Cllr Zuzka Hilton	In attendance
Cllr Owen Hammett-Johnson	In attendance
Officers in attendance	
William Lewis – Clerk/RFO	
Public attendance	
In Person	3
Remotely via ZOOM	2

PUBLIC OPEN FORUM

In accordance with the Councils Standing Orders 3.3(e) a period of not more than 15 minutes for Members of the Public is provided to ask questions and make representations about business on this agenda. Persons who wish to make comment shall not speak for more 5 minutes and they will not take part in any debate.

In accordance with the Councils Standing Orders 3.3(g) the Public Open Forum does not form part of the formal business as detailed on the agenda & will take place prior to the start of the meeting.

The were no public representations.

174 Apologies for Councillor absence.

174.1 To receive and accept any apologies.
Meeting informed of apology from Cllr Bisi

175 Declarations of Interest

175.1 To receive any declarations of interest in items on the agenda.
Cllr Hilton (Agenda item 13.1)

176 Chairs Announcements

176.1 To receive any update and feedback in respect of meetings, functions, events or matters arising.

- The Chair expressed thanks for all the efforts in respect of the St Davids Day Event with special thanks to organisations and businesses and to Rachel Jones the Councils Business Support and Projects Officer for pulling the event together.
- The Chair announced her congratulations to Magor Action Group on Rail whose ongoing campaign since 2012 and the news that Magor Station will be the first of the five rail stations to be developed with a commencement projected to be in 2029 noting that there will be need for traffic management and that Monmouthshire County Council shall be pressed in that regard.
- The Chair referred to the scheduled Service of Thank for Volunteers on Sunday 22/03/26 and invited help and assistance from Cllrs if they were able to do so.

177 Correspondence

177.1 To note that that associated documents relative to agenda items has been served upon Council Members and published on Council website.
Noted

178 Minutes of Previous meetings

178.1 To adopt the draft minutes of the Finance Meeting of 26th January 2026.

Resolution

Proposal and second received. Minutes adopted.

178.2 To adopt the draft minutes of the Extraordinary Meeting of 06th February 2026.

Resolution

Proposal and second received. Minutes adopted.

178.3 To adopt the draft minutes of the Ordinary Meeting of 09th February 2026.

Resolution

Proposal and second received. Minutes adopted.

179 Finances

179.1 To receive Microsoft Excel record of receipts & payments and reconciliation records in respect of Barclays Bank Accounts and CCLA/PSDF Investment Account:

- 01st to 28th February 2026 (Associated Document Schedule no 1)

Resolution

Received and agreed.

179.2 To receive and note RBS Financial Software reconciliation reports for payments and receipts in respect of Barclays Bank Accounts and CCLA/PSDF Investment Account and RBS Budget Document:

- 01st to 28th February 2026 (Associated Document Schedule no 2)

Reports to be signed by RFO and Cllr M James as soon as reasonably practicable.

Resolution

Received and agreed.

180 Potential acquisition of land

180.1 To consider and agree to the Town Council explore an opportunity to acquire land suitable for the development of a new allotment site.

Resolution

Council agreed that this should be further explored.

180.2 To agree any actions as necessary to support the Town Council in its decision making e.g. preparation of a business case, valuations and legal services.

Resolution

Necessary actions shall be progressed to be reported back to Council.

- 180.3** To agree that costs arising from preparatory work shall be met from the Professional fees budget (4120-110)

Resolution

It was agreed that costs associated with any preparatory works shall be met from 'Professional Fees' budget line. (Power to spend- Local Government Act 1972, Section 124)

181 Monmouthshire County Council – Service Level Agreements (SLA)

- 181.1** To receive draft SLA from Monmouthshire County Council and agree actions as necessary. (Associated Document Schedule no 3)

Resolution

Monmouthshire Youth Services shall be explored regarding possibility of enhancing the provisions and details shall be brought back to Council Meeting in April.

- 182.2** To note that enquiries have been made with Monmouthshire CC Grounds and Cleansing for the proposed expansion of Magor with Undy Town Team to 2 full time officers and are awaiting response.

Cllr Boyland had concern that the proposed SLA was more of an Operating Agreement and as the Town Council would be expected to sign such it would need to be correct & proper. In this regard Mon CC should be challenged to draft and present an Operational Agreement that would be more appropriate for the proposed arrangements of services.

Resolution

Council agreed that the provision of a full time Town Team in line with Council budget should be pursued and an updated Service Level Agreement, once received, shall be shared with members for consideration at the Council Meeting in April.

183 Dog Waste Collection service.

- 183.1** To receive quotations:

Item 9.1a and 9.1b (further detail included in Clerk Report 15.1) and agree upon appointment of the service provider.

(Associated Document Schedule no 4)

The Clerk commented that finding alternative service providers for this function is difficult insofar that companies are rare in number and therefore in addition to quote from existing service provider, he had only been able to secure one other quotation from an alternative contractor. Clerk provided an overview of the two quotes received for this service. There was discussion between members concerning projected costs and budget arrangements.

Council noted that the quotations presented was helpful in benchmarking the cost of this unique service and that despite limited options it provided clarification that the Councils existing arrangement demonstrated value for money.

Resolution:

To waive Financial Regulation 5.1 and 5.8 and to award the contract to Merlin Environmental Services Ltd for a period of 12 months commencing 01st April 2026 where dog waste bins will be emptied once weekly at a cost of £7.65 per bin.

Power to spend:

184 Summer Planting/Planters and Floral displays

184.1 To note that while efforts have been made, that only two service providers have given quotations for summer planting and associated actions. (Associated Document Schedule no 5)

Members noted the circumstances acknowledging the information as detailed in the Clerks Report.

184.2 To agree upon the appointment of the service provider.

Members were in agreement that the second quotation titled 'Magor Town Council Floral Display Proposal 2026–2027' was the preferred choice of service provider.

Resolution:

To waive Financial Regulation 5.1 and 5.8 and to award the contract to Ground Cover Garden Care LTD for plants and planters for Summer 2026

Power to spend:

Section 2 of the Local Government Act 2000

185 Consultation - Strategic planning guidance for the Gwent Levels National Natural Resource Area

185.1 To consider the making of a response to this consultation and to agree mechanisms for its preparation. (Associated Document Schedule no 6)

Members discussed ways in which a corporate response is developed and to avoid duplication of each members observations and representations.

Resolution

The clerk shall collate responses of members received in order to prepare a corporate response to this consultation. Any responses shall be provided to the Clerk by Friday 20th March 2026.

186 Magor with Undy Placemaking Partnership - Update

186.1 To note that a Placemaking Partnership (Delivery Group) has been formed.

Chair provided a recap regarding the 'Steering Group' and its evolution to a 'Delivery Group'

186.2 To note the 'Terms of Reference' for this group. (Associated Document Schedule no 7)

Resolution

'Terms of Reference' was received and agreed.

186.3 To nominate another member of the Town Council to represent MUTC on the Placemaking Partnership.

Resolution

Nominations were received to have both Cllr Owen Hammett-Johnson and Cllr Hilton as representatives on the Placemaking Delivery Group. Council determined that there was no reason why both Councillors could not join the Placemaking delivery Group.

Both Cllr Owen Hammett-Johnson and Cllr Hilton accepted their nominations.

187 Monmouthshire CC – Planning Consultations

<https://planningonline.monmouthshire.gov.uk/online-applications/?lang=EN>

187.1 To consider the consultations detailed in Clerks Planning Consultations list and agree to responses to each. (Associated Document Schedule no 8)

Cllr Hilton in accordance with her DOI left the meeting during Council consideration of Planning application DM/2026/001425 – 3 Quarry Rise, Undy.

Resolution

Four planning consultations as detailed in Appendix A were discussed by Council. Monmouthshire CC planning department shall be served with MUTC responses as soon as is reasonably practicable. (Summary included at Appendix A)

188 MUCH update

188.1 To receive update from Council representative Cllr Penny Kirkham

Cllr Kirkham stated that in view of current circumstances of The Hub, this standing item on the Agenda may be removed. Cllr Kirkham provided an overview of the current activities being provided at the Hub and of future ideas and initiatives. That interest from residents in respect of the various classes and activities have been growing and of the benefits resulting from the volunteer group 'Friend of the Hub' who are behind these activities which are being well attended and well received by members of our communities.

189 Clerks Report

189.1 To note the report of the Clerk summarising duties and work undertaken by staff and Councillors since previous meeting and information relative to Agenda Items 9 and 10 (Associated Document Schedule no 9)

No representations in respect of the Clerks report were announced

190 Future Meeting

190.1 Next Ordinary Meeting – Monday 13th April 2026

190.2 Annual Meeting – Monday 11th May 2026

190.3 Ordinary Meeting - Monday 18th May 2026

Meeting concluded at 20:49

Appendix A

<p>DM/2026/00067 St Martins Farm Church Road Undy Monmouthshire NP26 3HF</p>	<p>MUTC have no representations in respect of this application but note a requirement of the applicant to liaise with Network Rail consequent to their consultation response.</p>
<p>DM/2026/00164 Magor Court Newport Road Magor NP26 3BZ</p>	<p>MUTC have no objection to the application but have real concerns in respect of material considerations in relation to Impact on road safety, parking provision, and accessibility. The B4245 is a busy route though Magor from Junction 23 of the M4 and A4810 especially at commuting periods.</p> <p>This premises has previously operated as a children’s nursery and at which time issues in respect of vehicles stopping on the B4245 outside Manor Court were a regular occurrence at the busiest times of day.</p> <p>We note that there is parking provision at the frontage of Magor Court but also note that there will be 12 members of staff on site and conclude much of the parking space would be occupied by staff vehicles. We note that the nursery will have provision for up to 44 babies and infants, should this nursery operate at full capacity the back up of persons arriving in vehicles to both drop and pick up would inevitably result in hold up caused by vehicles entering and leaving, as well as vehicles parking on the B4245 and the footway (as previously experienced) exposing persons alighting the vehicles to safety risks.</p>
<p>DM/2026/00142 53 Quarry Rise Undy Monmouthshire NP26 3JU</p>	<p>MUTC have no objection to the application but note the advisories provided by consultee dwr Cymru Welsh water</p>
<p>DM/2025/01581 1 Blenheim Avenue Magor Monmouthshire NP26 3NB</p>	<p>MUTC have no objection to the application but note the advisories and recommendations provided by consultee Dwr Cymru Welsh water</p>