

# MAGOR WITH UNDY TOWN COUNCIL CYNGOR TREF MAGWYR GYDA GWNDY

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## Ordinary Meeting 1900 hrs Monday 13<sup>th</sup> April 2026

### Draft minutes of above meeting of Magor with Undy Town Council held at Magor Baptist Church and remotely via Zoom Meetings.

Magor with Undy Town Council		In attendance / Apologies-Absent		
Mayor, Cllr Frances Taylor (Chair)		Yes		
Deputy Mayor, Cllr Paul Cawley		Yes		
Cllr Penny Kirkham		Yes		
Cllr Mike James		Apologies		
Cllr Donna James		Apologies		
Cllr Victoria Hammett-Johnson		Yes		
Cllr Dr Mario Bisi		Yes		
Cllr Mike Boyland		Yes		
Cllr Zuzka Hilton		Yes		
Cllr Owen Hammett-Johnson		Yes		
<b>Officers in attendance</b>		William Lewis- Clerk	Rachel Jones - BSPO	
<b>Public attendance</b>		In Person	23	Remotely 3

#### PUBLIC OPEN FORUM

The Chair announced that the meeting would be recorded to assist in preparation of the minutes.

The Chair invited representation or comment from members of the public.

- Comment was received in respect of lack of road signage to Vinegar Hill from Heol Gwyndy.
- Comment was received in respect of Agenda item 5.1 (proposed amendment to Deed of Covenant on Sycamore Playing Field, opposing the proposed amendment.
- Comment was received thanking the Council for the excellent service of thanksgiving for community volunteers held on 22<sup>nd</sup> March.
- A number of comments and questions were raised about update on activities on land at Whitewall.
- The Chair responded to the matters raised concerning land at Whitewall confirming that no permissions were in place that allow development on that land which falls under the designation as a SSSI (Site of Special Scientific Interest) the governance of which is being led by NRW (Natural Resource Wales). That NRW jointly with Monmouthshire County Council have secured an injunction on the land which is a matter of public record. That the Town Council recognises the concerns of residents but at this juncture, the Town Council could offer no further comment.

#### **191 Apologies for Councillor absence.**

- 191.1** To receive and accept any apologies.  
Cllrs D James and M James

**192 Declarations of Interest**

**192.1** To receive any declarations of interest in items on the agenda.

Cllr Victoria Hammett-Johnson: Agenda item 5.1 (min 195.1) and Agenda item 13.3 (min 203.3)

Cllr Owen Hammett-Johnson: Agenda item 5.1 (min 195.1) and Agenda item 13.3 (min 203.3)

Cllr Dr Mario Bisi: Agenda item 5.1 (min 195.1)

**193 Chairs Announcements**

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

- The Chair extended sincere congratulations to the Clerk to the Council for attaining the CiLCA qualification stating that despite the exigencies of the role and the demands of Council's business, the Clerk has managed to complete his CiLCA qualification, a qualification held by a very small number of Council Clerks in Wales. That she wished it to be placed on record the Councils congratulations and appreciation for pursuing and achieving this this qualification.
- The Chair referred to the Service of Thanks for community volunteers arranged by the Council on 22<sup>nd</sup> March 2026 which proved to be a great success enjoyed by all who could attend. That more than 100 invitations to individuals and community groups were sent out as a consequence of suggestions and nominations by Councillors. That those invited were encouraged to identify other volunteer groups in the community and acknowledged that even this collective knowledge failed to reach everyone. As it was over 90 volunteers attended the service and afternoon tea. The Chair extended her thanks to the contribution of Churches of St Marys Magor and Magor Baptist, Deputy Lord Lieutenant Kate Beavon, the Chair of GAVO Edward Watts both of who were impressed by the volunteer base in our community. Special Thanks was extended to Rachel Jones the Councils Business Support and Projects Officer who worked tirelessly in the arrangements preceding the event, and on the day of the event assisted by Mark Lauder who volunteered his assistance together with Councillors to serve refreshments at the afternoon tea to ensure that all the attendees were well looked after.
- The Chair referred to the Annual Commonwealth Day Service thanking the Deputy Mayor Councillor Cawley for leading the leading the Service, which, again proved to be a well-attended and well-received community event.
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**194 Correspondence**

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

Received but Cllr Bisi pointed out that the grant application at item 13.3 of the agenda was not included in the published documents on website.

**195. Sycamore Playing Field – Deed of Covenant amendment application**

**195.1** To consider an application made by Magor CiW Primary School for an amendment to the Deed of Covenant in respect of Sycamore Playing Field.

**Mr Dixon-Gough** – Headmaster of Magor CiW Primary School presented the application to amend the Deed of Covenant by removal of clause 1.8 which indicates that the hardstanding/schoolyard shall be available for public use outside of the school hours and at clause 1.6 to extend the 'Designated Time'. That opening the yard outside of school hours created an unacceptable safeguarding risk and compromise security of the whole school. That the safety of children was of paramount importance.

The Chair of the School Board of governors echoed the reasons of Mr Dixon-Gough regarding this application stating their legal responsibility to ensure that the school has robust safeguarding procedures and practices in place, which are aligned to Welsh Government guidance.

**Mrs Randall-Smith** representing Monmouthshire CC Education Department, clarifying the Local Education Authority support of the application. She referred also to the additional burden on staff for ensuring that the hardstanding was clean of anything which could present risk to children if it were accessible to public outside of school hours and of the risk to the school building itself.

The Chair opened business to Councillors for questions and comment.

Members asked questions of Mr Dixon-Gough and gave comment with due regard to the representations made during the public open forum and of the presentation and supporting comments for amendment.

It was accepted that the hardstanding/playground despite the details within the Deed of Covenant had not ever been accessible and open to the public either before or after the introduction of the deed.

It was noted that vehicular access to Sycamore Field could only be accessed via the school property and arrangement can be sought through the school by any person.

Mr Dixon-Gough gave an example of this citing that Magor RFC are given access to Sycamore Field via school property on Sunday mornings.

It was further noted that Council shall work with the school for preparation of a memorandum of understanding relating to Sycamore Field usage.

#### Resolution

Council agreed to support the application for removal of clause 1.8 of the Deed of Covenant referring to the hardstanding/school yard being 'open to the public' outside of school hours. Council was also supportive of the variation to extend the 'Designated Time' to reflect actual school hours and use of Sycamore Field.

It was further agreed that guidance shall be sought from Monmouthshire County Councils legal department Head of Law in respect of any due process and the legal requirements to vary the Deed of Covenant.

## **196 Minutes of Previous meetings**

**196.1** To adopt the draft minutes of the Ordinary Meeting of 09<sup>th</sup> March 2026.

#### Resolution

Minutes adopted subject to an amendment to 182.2 to include:

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.

## **197 Finances**

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

- 01<sup>st</sup> to 31<sup>st</sup> March 2026 (Associated Document Schedule no 1)

#### Resolution

Received and accepted.

**197.2** 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 31st March 2026 (Associated Document Schedule no 2)

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

#### Resolution

Received and accepted.

**198 Annual Investment Strategy and Reserves Policy 2026/2027**

**198.1** To receive and adopt the draft Annual Investment Strategy.

Resolution

The Annual Investment Strategy and Reserves Policy 2026/2027 was received and adopted.

**199 Policy Review Working Group**

**199.1** To agree to the formation of a Policy Review Working Group and agree Terms of Reference.

Resolution

Councillors Donna James, Mike James, Mike Boyland, Penny Kirkham and Owen Hammett-Johnson were declared as members of the Working Group. Terms of Reference were agreed.

**200 Monmouthshire Youth Services Service Level Agreement**

**200.1** To receive details subsequent to deferral of this item at Ordinary meeting of 09<sup>th</sup> March 2026 and agree actions necessary.

The Clerk and the Chair informed Council that enquiries had been made with Monmouthshire Youth Services in respect of representations by Councillors at the meeting of 09<sup>th</sup> March 2026 and that it would prove to be difficult for Mon CC Youth Services to provide additional personnel ad hoc unless this was on an annual basis.

The Chair, referred to queries raised at the previous meeting of Council and indicated that the SLA could still be amended over the 8-week period of school holidays for any enhanced provision if need arose and if the Youth Service had access to personnel.

It was further noted that there is no other provider that could be used other than Monmouthshire CC that satisfies safeguarding provisions and therefore alternative quotes could not be obtained.

Members gave comment and a proposal to continue with the proposed SLA was seconded.

Resolution

To waive Financial Regulation under Section 5 Procurement as the service is 'specialist' and that Council will enter into an agreement with Monmouthshire CC Youth Services for provision of 2 staff to run a youth provision at Magor Hub on Tuesday evenings (6:30-8:30pm) for young people aged 11-16 years old (school years 7 – 11) 48 weeks of the year at a cost of £ £15,000 which shall be sourced from Designated Youth Provision.

*Power to spend: Section 19 Local Government (Miscellaneous Provisions) Act 1976*

**201 Monmouthshire CC/MUTC Town Team Service Level Agreement**

**201.1** To receive details subsequent to deferral of this item at Ordinary meeting of 09<sup>th</sup> March 2026 and agree actions as necessary.

Members were provided with feedback of the meeting held with Monmouthshire County Council relative to the proposed enhancement of the SLA and explanation of the point raised by Cllr Boyland at the previous meeting. The title SLA is for the contract between Mon CC and Magor with Undy Town Council for provision of this service. This contract is used across the county of Monmouthshire with all town and Community Councils who enter into provision of such services. The current SLA has been in place for three years and scheduled for renewal with enhancement to secure two officers and increase their hours from 25 hours to 37 hours per week.

That they would be designated by Monmouthshire County Council as Magor with Undy Town Team.

Members gave comment and it was proposed and seconded to enter into the new agreement.

Resolution

To waive provisions under Section 5 (Procurement) of Financial Regulations as the services to be provided are 'specialist' by virtue of the land and grounds for which the Town Team shall maintain

is owned by Monmouthshire County Council and to enter into a Service Level Agreement with Monmouthshire County Council. for the provision of two personnel each working 37 hours per week. Annual cost £91,948.

*Power to spend includes: Highways Act 1980 (s.96): Open Spaces Act 1906 ss9&10 / Public Health Act 1890 s44*

**202 Monlife Summer Play Service Level Agreement**

**202.1** To receive SLA and to agree actions as necessary.

Chair informed members that the Monlife Play and Mon CC youth provision were now separate entities from this year but that the service provision remained unchanged and that Council has a budget for the costs associated with the service.

Resolution

To waive provisions under Section 5 (Procurement) of Financial Regulations as the service to be provided is 'specialist' and that Council will enter into an agreement with Monlife Play Services at a cost of £2000.

*Power to Spend: Section 19 Local Government (Miscellaneous Provisions) Act 1976.*

**203 Community Grant Funding Applications**

**203.1** To receive and consider a grant application from Ready Steady Go, a local charity supporting autistic children and families who are seeking a grant of £2,640 to support the funding of their annual family funday this summer.

*Members commented upon the outstanding contribution this organisation provided within the community.*

Resolution

To grant to Ready Steady Go the sum of £2,640 to support the funding of their annual family funday this summer.

*Power to Spend: Section 19 Local Government (Miscellaneous Provisions) Act 1976.*

**203.2** To receive and consider a grant application of £1500 from S.W.A.N. (Single Women Alone Now) a local community group to support cost of hire of coaches for forthcoming group day trips and events.

Members commented upon the value of this group in encouragement of social interaction and tackling loneliness.

Resolution

To grant to SWAN the sum of £1500 to support their excursion costs and attendance at events.

*Power to Spend: Section 19 Local Government (Miscellaneous Provisions) Act 1976.*

**203.3** To receive and consider a grant application of £1000 from Magor Primary School PTFA to support fund raising costs.

*Subject of their Declarations of Interest Cllr V Hammett-Johnson and Cllr O Hammett-Johnson left the meeting during transaction of this item.*

It was noted that this application had not been loaded on the website correctly. A physical copy was shared with members in the meeting and the Chair queried if Councillors were satisfied that this provided sufficient information to determine the application. Councillors Kirkham, V Hammett-Johnson, Boyland, Cawley and Hilton confirmed contentment to proceed.

Resolution

To grant to Magor Primary School PTFA the sum of £1000 to support their fundraising costs.

*Power to Spend: Section 19 Local Government (Miscellaneous Provisions) Act 1976.*

**204 Monmouthshire CC – Planning Consultations**

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

**204.1** To consider planning consultations and agree upon responses.

Resolution

Members considered the planning consultations listed at Appendix A of these minutes and determined that no representations were required in respect of all 5 applications.

**205 Community Litter Pick**

**205.1** To note that requests have been made of the Town Council to facilitate a community litter pick and to agree upon actions as necessary.

Resolution

Members were in unanimous agreement for the holding of a Community Litter Pick on a date to be determined subject of preparation of a risk assessment and further agreed to make necessary insurance provisions and administrative requirements for the event referring to participation of volunteers.

**206 Clerks Report**

**206.1** To note the report of the Clerk summarising duties and work undertaken by staff and Councillors since previous meeting.

The Clerk clarified the issue highlighted at the previous council meeting in respect of budgetary provision for dog waste collection and confirmed that the new contract remains within budget provisions.

Report received and noted.

**207 Future Meetings dates of Full Council**

- 207.1**
- Annual Meeting. 7:00pm Monday 11<sup>th</sup> May 2026 at Magor Baptist Church
  - Ordinary Meeting. 7:00pm Monday 18<sup>th</sup> May 2026 at Magor Baptist Church
- Cllr Bisi intimated that he may not be available for 18<sup>th</sup> May 2026*

**Appendix A**

Council considered each of the 5 planning consultations detailed below and agreed that no representations were necessary for submission to Monmouthshire County Council Planning Department.

**Planning Consultations**

**Ordinary Meeting 13.04.26**

1. DM/2026/00245  
15 Pembroke Court Undy Monmouthshire NP26 3PZ  
Proposed single storey lean-to extension to the rear of the detached dwelling including minor internal and external works.
2. DM/2026/00220  
4 St Annes Crescent Undy Monmouthshire NP26 3PL  
Would like to convert our garage (internal) from a garage into a living space. (TV room and games room).  
Garage door to be removed and replaced with window.
3. DM/2026/00346  
1 Rectory Gardens Undy Monmouthshire NP26 3LT

NMA relating to planning DM/2025/01126. (Reduce the floor area of the extension that was approved and convert the existing integrated garage).

4. DM/2026/00299  
31 Sir Bartholomew Grove Undy Monmouthshire NP26 3FX  
Rear single storey extension abutting garage and part conversion of garage
5. DM/2026/00271  
Petrol Station Magor Motorway Service Area Magor Monmouthshire NP26 3YL  
Discharge of conditions 4 and 5 relating to planning DM/2025/00346.

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