

MAGOR WITH UNDY TOWN COUNCIL CYNGOR TREF MAGWYR GYDA GWNDY

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Ordinary Meeting of 19:00 hrs Tuesday 30th September 2025

Draft minutes of above meeting of Magor with Undy Town Council At Magor Baptist Chapel and remotely via Zoom Meetings

Magor with Undy Town Council	In attendance / Apologies-Absent
Mayor, Cllr Frances Taylor (Chair)	In Person
Deputy Mayor, Cllr Paul Cawley	In Person
Cllr Penny Kirkham	In Person
Cllr Mike James	In Person
Cllr Donna James	In Person
Cllr Victoria Hammett-Johnson	In Person
Cllr Dr Mario Bisi	Online
Cllr Mike Boyland	In Person
Cllr Zuzka Hilton	In Person
Vacant seat	
Officers	
William Lewis – Clerk/RFO	In Person
Rachel Jones – Business Support and Projects Officer	In Person
County Councillors	
John Crook	In Person
Angela Sandles	In Person
Public attendance	
In Person	6
Remotely via ZOOM	9

PUBLIC OPEN FORUM

Contribution by two members of the public was received in respect of:

- Agenda item 4.2 in respect of the attendance schedule.
- Agenda item 1.2 and social media posts during election campaign.
- Agenda item 1.1 and notice of casual vacancy.
- Agenda item 12, offering assistance with regard to distribution of Newsletter.

61 Chairs Announcements

- Chair referred to the resignations of Cllr Baicher and Cllr Baker stating that the said resignations were received and each had been written to, thanking them for their service to the Council.
- Appraised the meeting of the ongoing restoration works at Mill Common.

61.1 To note with sadness of the passing Cllr Carole Hopkins BEM.

Chair paid tribute to the extraordinary life of Carole Hopkins BEM and of her service to the communities of Magor and Undy for more than 50 years of her commitment to many enterprises and initiatives which resulted in facilities now enjoyed in the community. The civic ceremony earlier this year awarding Carole with the British Empire Medal, where the Lord Lieutenant of Gwent, the King's representative of the county quoted:
*Rarely have I seen a more accomplished and rounded citation.
This kind of incredible community service is exactly what the King wishes to recognise with the British Empire Medal.*

The Chair requested an observance of minute's silence, to pause, reflect, and remember Cllr Hopkins significant contribution to our communities.

Chair then addressed the matter of a vacancy on the Council in particular to a representation made in the public open forum and confirmed that the death of Cllr Hopkins was communicated to Monmouthshire County Councils elections Office immediately. The Chair provided further explanation that where the casual vacancy occurs following the death of a Councillor as opposed to a resignation of a Councillor it is customary practice out of respect for the family to delay the notice of vacancy until after the funeral.

Cllr Boyland referred to feedback which he had received and asked when will Cllr Hopkins inclusion as a Councillor of the TC website be removed from the website.

The Chair responded as that in the same vein as previously stated concerning the casual vacancy notice, that the website would be attended to following the funeral.

61.2 To welcome to the Council new members: Cllr M Boyland (Magor West) and Cllr Zuzka Hilton (Magor East)

Chair announced that Cllr Boyland and Cllr Hilton who having accepted and signed their declarations of acceptance of office were warmly welcomed to the Town Council.

Cllr Hammett-Johnson sought permission of the Chair referred to feedback and concerns from the residents relating to information that was highlighted during the election campaign in respect of public documentation that was on the Council's website relating to the remuneration, as detailed in the Wales Audit Public Interest Report of 2018-2019 and further documented in Council's Minutes, be a specific item for Council to publicly debate.

There were exchanges between members and the Chair about what business Cllr Hammett-Johnson was referring to in relation to this agenda culminating in the Chair bring all discussion to a halt repeating that there shall be no further debate.

Clarification was provided by Cllr Hammett-Johnson that she wished the matter to be included in a future agenda.

Resolution:

New Councillors were welcomed to the Town Council.

Concerns of residents as highlighted by Cllr Hammett-Johnson, was not debated.

61.3 To receive apologies for absence from Councillors.

Cllr Bisi informed the Chair that he would need to leave the meeting early.

- 61.4 To receive any update and feedback in respect of meetings, functions, events or matters arising.**
See minutes 61, 61.1, and 61.2
- 62 Declarations of Interest**
- 62.1 To receive any declarations of interest in items on the agenda.**
Cllr P Cawley: Agenda items 7 - Norton Lane Field Gate and 11 – Common y coed.
Cllr P Kirkham: Agenda item 9.2 Christmas tree Supplier
- 63 Staff Time Off in Lieu (TOIL) and the European Working Time Directive**
- 63.1 A motion received from Cllr Bisi to bring item 15.1 (Staff Time Off in Lieu (TOIL) and the European Working Time Directive) forward for discussion was seconded and agreed.**
Members made representations concerning the draft policy provided by the clerk.
The Chair proposed that members with any comments and observations email the Clerk with a view to attending to this business at a Council workshop.
Resolution:
Business shall be deferred for debate at a future workshop meeting of the Town Council.
- 64 Correspondence**
- 64.1 To note that that correspondence relative to agenda items has been received by Council Members.**
Cllr D James requested that for future meetings a correspondence sheet itemising associated documents is provided to aid members.
Resolution:
The Clerk shall include an itemised Correspondence Sheet for future meetings.
- 65 Minutes of Previous meetings**
- 65.1 To adopt the draft minutes of the Extraordinary Meeting of 07th July 2025.**
Number of points were raised in respect of declarations of interest received during the meeting of 07/07/25.
Resolution:
Minutes adopted subject to changes proposed by Cllr Bisi, Cllr D James and Cllr M James for inclusion within the minutes of their Declarations of Interest and the times at which those members including former Cllr Baicher left the meeting.
- 65.2 To adopt the draft minutes of the Ordinary Meeting of 14th July 2025.**
The Chair provided explanation pertaining to the resignations of Cllr Baicher (10/07/25) and Cllr Baker (13/07/25) having not been received by her until 18/07/25 and that the said Councillors had been corresponded with acknowledging their resignation and thanking them for their service to the Council.

Councillor D James referred to Minute 51.1 the Internal Auditors recommendations relating to the Councils Fixed Asset Register and the agreement reached at the meeting that as an interim measure a value of £250.00 and above shall be applied to fixed assets to make enquiries with neighbouring Councils in this regard.

Cllr Bisi made representation of the content in the minutes relating to the Public Open Forum as being verbose.
The Clerk he was not content to amend the minutes associated with the public open forum in light of the significant public interest demonstrated at that meeting.

Resolution:

Minutes adopted subject to following amendments:

- A. Removal of Cllrs Baicher and Baker from the attendance schedule, as at the time of the meeting they were no longer serving councillors, by virtue of their resignations served prior to the meeting of 14th July 2025.**
- B. The inclusion of an interim agreement to set a value of £250.00 and over in respect of fixed assets.**
- C. For the Clerk to make enquiries with other councils in respect of Fixed Assets and Inventory lists.**

7:52pm: Councillor Bisi gave apology and left the meeting

66 Finances

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

- 01st to 31st July 2025
- 01st August to 31st August 2025

Cllr M James queried a specified payments.

The explanations of the Clerk were received and accepted.

Resolution:

Excel Reconciliation received and agreed.

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

- 01st and 31st July 2025
- 01st August to 31st August 2025

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

Resolution:

RBS Reconciliation Reports received and agreed.

66.3 To note that Councils Barclays Bank and CCLA/PSDF mandate requires to be amended and a member of the Council is required to be appointed as an official on each mandate.

Chaired opened up the position to members. Cllr Cawley expressed his interest. No other expressions of interest were received.

Resolved:

As soon as reasonably practicable arrangements shall be made with Barclays Bank and the CCLA for amendment to the mandated officials.

67 Undy Play Park

67.1 To note the completion of the upgrade of Undy Play Park.

The Chair referred to the completion of the upgrade and introduction of new play equipment at the Play Park at Undy AFC expressing her thanks to Rachel Jones the Projects Officer for undertaking a huge amount of work in terms of seeking quotes, consultations with local children and young persons, regular engagement with contractors, site visits and supporting the working group that culminated in the delivery of the project which has taken 4 or 5 years in the making by setting aside a budget out of the annual precept.

that delivery in the park like that has taken probably 4 or 5 years of setting aside, budget out of the precept.

The official opening/launch was exceptionally well attended by residents and dozens of children and went well with the support of staff, volunteers and members of the working group.

With regard to reports of minor snags, missing nuts & bolts, staff had responded to these immediately to remove risk and expediting remediation of identified snags.

68 Norton Lane Field Gate

68.1 To note that the Field Gate at Norton Lane is beyond economical repair and to agree the purchase and installation from the three quotations supplied.

Representations were made by members in respect of insufficient detail and out of date quotations.

Resolved:

Deferred to future meeting for updated quotes and clarification of additional cost of installation

69 Grant Application

69.1 To receive an application made by Stepping Stones Nursery Group for the Grant of £2000 to aid development of Allotment Garden at Sycamore Allotments.

Cllr Cawley stated that Stepping Stones as a Community Group are not qualified under lawful process and grants policy. However, he was aware and is able to provide information relating to other grant funding streams which may be of interest to the organisation.

Resolution:

Community Grant application is rejected. The Clerk shall liaise with the applicant to offer information as provided by Cllr Cawley

70 Christmas 2025 Arrangements and Activity

70.1 To note that Christmas lighting is provided by Blachere Illuminations by virtue of Council resolution under minute 46.2 (08th July 2024).

Noted as presented.

70.2 To agree the appointment of contractor for supply Christmas Trees subject to consideration of quotations received from suppliers.

20:18 hrs: Cllr Kirkham left out of the meeting room having declared an interest (min 62.1)

Council considered the quotations received and members of the public made comment on the attractive lighting of the trees in 2024.

Resolved:

To accept quotation 1 for Supply, delivery, removal and disposal of 3 Christmas Trees at a net cost of £900.

Power to spend: Section 144 Local Government Act 1972.

20:21 hrs Cllr Kirkham resumed her seat at the meeting.

70.3 To agree actions necessary in support of Magor Square Carol Service in conjunction with the Netherwent Ministry Area and the Magor Baptist Church.

Clerk reported that in respect of this annual event the relevant authorisations re Road Closure, Events Notifications and Risk assessments had been submitted. That the Severn Tunnel band has confirmed attendance and asked for details of Carols to be sang.

Resolution:

The Clerk shall liaise with the relevant bodies to proceed with this event of Friday 05th December 2025.

70.4 To agree to a donation to the Severn Tunnel Band if they are available for the Magor Square Carol Service.

A proposal by Cllr D James for a donation of £300 was seconded.

Resolution:

Council shall donate the sum of £300 to the Severn Tunnel Band.

Power to spend. Section 144 Local Government Act 1972.

71 Remembrance Sunday 09th November 2025

71.1 To agree actions necessary for arrangement of the Remembrance Service on Sunday 09th November and agree any actions necessary.

Clerk reported that in respect of this annual event the relevant authorisations re Road Closure, Events Notifications and Risk assessments had been submitted. That arrangements with Magor Baptist and St Marys Church are in commencement.

Resolution:

The Clerk shall liaise with the relevant bodies to proceed with arrangements for the Remembrance Day Service on Sunday 09th November 2025.

71.2 To agree to a donation to Royal British Legion for acquisition of Poppy Wreath.

The Clerk informed the meeting that as last year a wreath shall need to be purchased from the RBL and any donation handled separately.

Resolution:

Council agreed to the purchase of the wreath and a donation of £200 to the Royal British Legion was proposed, seconded and agreed.

Power to spend. Section 137 of Local Gov Act 1972.

72 Common-y-coed

72.1 To agree the appointment of a contractor to undertake maintenance and groundwork at Common y Coed Public Open Space subject to quotations received.

Cllr Cawley provided Council with an overview of urgent work required.

Cllr D James raised issue with a prior Council resolution 210.1 of 2024/25 in respect of commencement of work on Common y coed.

The Clerk informed the meeting that enquiries were commenced with Monmouthshire County Council in April 2025 but the issue of ownership of the land and land registration was unresolved.

Chair proposed that business should be that it comes back to October meeting for further discussion subject to further enquiries but to recognise that MUTC will need to undertake the works to maintain.

Resolution:

Business deferred to next Council Meeting (13th October 2025).

20:48 hrs Chair motioned to extend the meeting beyond 2100 hours. Council agreed to Standing Order 3.3(w) was waived.

73 MUTC Newsletter

73.1 To agree actions necessary for production and distribution of Town Council Newsletter.

Proposal – to produce a bulletin rather than a full newsletter. To acknowledge offer of the Churchmen/Events Group regarding distribution with Frost Fayre Circulation and to agree a donation to Churchmen/Events Group.

Resolution – A bulletin shall be prepared for distribution by the Churchmen/Events Group. The proposed donation shall be deferred to the October meeting

74 School Governor Vacancy

74.1 To note that a vacancy exists for the appointment of a member of the Town Council as Minor Authority Representative to Undy Primary School and to action as necessary.

Councillor Hilton was proposed and seconded.

Resolved:

Cllr Zuzka Hilton is appointed as MUTC Minor Authority Representative (Governor) for Undy Primary School.

75 Clerks Report

75.1 To receive report summary of work undertaken by Town Council Staff and Members of the Town Council for the period 09th July 2025 to 24th September 2025.

Clerk addressed residents' observation regarding resignations. Clerk agreed that the sentence in the report was grammatically incorrect.

Resolved:

Report received and accepted

76 Staff Time Off in Lieu (TOIL) and the European Working Time Directive

76.1 A motion to bring this business forward was agreed and is recorded at minute 63.1

77 EXCLUSION OF PRESS & PUBLIC UNDER SECTION 1 (2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

77.1 In consideration of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 to agree that the press and public are excluded from discussions on the following agenda item (17.1 – Norton Lane Grazing Lease), 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:

Resolution:

Council agreed that Agenda Item 17.1 shall be transacted with the exclusion of the press and public.

78 Norton Lane – Poor Land – Grazing Lease

78.1 Marked envelopes to be opened and consideration of tenders received in respect of the grazing lease on the Poor Land, Norton Lane, to be agreed.

Members gave consideration to the tenders received and voted.

Resolution:

Tender awarded following a majority vote.

79 Next Ordinary Meeting

79.1 To note that the next multi-location meeting is scheduled for 7.00pm Monday 13th October 2025 at Magor Baptist Church.

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