MAGOR WITH UNDY TOWN COUNCIL
CYNGOR TREF MAGWYR GYDA GWNDY
Tel: 01633 882 842 e-mails admin@office.magorundy.org.uk web: www.magorundy.org.uk

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Ordinary Meeting of 19:00 hrs Monday 18th May 2026

Adopted Minutes of above meeting of Magor with Undy Town Council
At Magor Baptist Church and remotely via Zoom Meetings

Magor with Undy Town Council	In attendance / Apologies /Absent
Mayor, Cllr Frances Taylor (Chair)	Yes
Cllr Penny Kirkham	Yes
Cllr Victoria Hammett-Johnson	Yes
Cllr Paul Cawley	Yes
Cllr Dr Mario Bisi	Apologies
Cllr M James	Yes
Cllr D James	Yes
Cllr M Boyland	Yes
Cllr O Hammett-Johnson	Yes
Cllr Z Hilton	Apologies: *Cllr Hilton was in attendance but left after feeling unwell prior to commencement of the meeting.*
Officers	
William Lewis – Clerk/RFO	Yes
Rachel Jones – Business Support and Projects Officer	Yes
Public attendance	
In Person	1
Remotely via ZOOM	4

Public Open Forum

In accordance with the Councils Standing Orders 3.3 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. However, they will not take part in any debate. Persons who wish to make comment shall not speak for more 5 minutes.

The Chair invited representations from members of the public. No representations were received.

Monmouthshire CC John Crook acknowledged and commended the works of The Town Team and the noticeable difference they are making to the town.
New PCSO for Magor and Undy Tobie Van Arkel introduced herself to Council. PCSO Kraig Jackson was also in attendance.

10 **Apologies for Councillor absence.**

10.1 To receive and accept any apologies.
Cllr Bisi and Cllr Hilton

11 **Declarations of Interest**

11.1 To receive any declarations of interest in items on the agenda.
Cllr P Cawley (Agenda Item 12/1)

12 **Chairs Announcements**

12.1 To receive any update and feedback in respect of meetings, functions, events or matters arising.
The Chair Informed the meeting of technical difficulties experienced by Council over the weekend and into this week with the migration of email by service provider.
The Council have procured a TV located in the window of the Council Office to display information for residents as an additional form of communication.
That in first week of June a new facility as replacement for the portacabin will be located next to MUGA and Sycamore Allotments.
That Deputy Mayor Cllr Cawley will, when required, be representing MUTC at Civic Engagements and expressed her thanks for his representing of the Town Council at Monmouthshire County Council AGM on 14/05/26.

13 **Correspondence**

13.1 To note that that associated documents (if available) relative to agenda items has been served upon Council Members and published on Council website.

Noted and agreed

14 **Minutes of Previous meetings**

14.1 To adopt the draft minutes of the Ordinary Meeting 13th April 2026.
<u>Resolution.</u>
Draft minutes of the Ordinary Meeting 13th April 2026 were adopted as read.

15 **Finances**

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

- 01st to 30th April 2026

A query was raised in respect of payment for toilet provision cost for May Fayre.
<u>Resolution.</u>
Received and accepted

15.2 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 30th April 2026
- Reports to be signed by RFO and Cllr M James as soon as reasonably practicable.

<u>Resolution.</u>
Received and accepted

15.3 To note & agree the Virement of 04th Quarter 2025/26 payment of £375 from Budget Line 4090 (Cllrs Allowances) to Budget Line 4091 (Mayors Discretionary Fund)
<u>Resolution.</u>
Virement was noted and agreed

15.4 To note & agree the Virement of £82.00 from Salaries 4000 to Chepstow Accountancy 4115 was processed consequent to Year End closedown with RBS on 15/04/26. Virement to attend to overspend of £82.00 due to increase fees of Chepstow Accountancy (WSL/MT/RBS)
Resolution.
Virement was noted and agreed

16 Human Resources and Health and Safety Consultants

16.1 To note that the Councils 5-year arrangement with Worknest (formerly Ellis Whittam) concludes on 20th May 2026
Members queried level of activity and business conducted with Worknest in the previous 5 years.

16.2 To receive and consider quotations for renewal arrangements with Worknest and two other service providers and agree actions.

1. Worknest
2. Crownford Consulting Limited
3. Effective – hrm

Resolution.
Business deferred for enquiries to be made with One Voice Wales for alternative HR and H&S arrangements.

17 Magor with Undy Town Council Insurance Provisions

17.1 To note that the Councils Insurance Policy expires on 31st May 2026 and to note the quotation from Councils existing insurance provider Clear Councils and to agree the recommended action of the Clerk.

Members noted the information as provided by the Clerk
Resolution.
The Council will enter into a three-year agreement with Clear Councils commencing on 01st June 2026 at a premium of £2,039.35 per annum from Insurance Budget line and to note that the requirements under Financial Regulation 5.1 and 5.9 were exercised.
Power to spend:
Local Government Act 1972 ss 111,140&140a

18 Policy Review Working Group

18.1 To receive the recommendations of the Working Group following review of Draft Complaints Policy and to agree to adopt the proposed policy.
Resolution.
The Draft Complaints Policy was received and adopted as read.

18.2 To receive the recommendations of the Working Group following review of Draft Dignity at Work Policy and agree to adopt the proposed policy.
Resolution.
The adoption of the policy was agreed in principle by Council and deferred to the next Council meeting to agree an additional form of words to address inappropriate and repeated incidents of behaviour by member(s) of the public which could breach the Dignity at Work Policy.

19 Summer Planting

19.1 To note that Council under resolution 184.2 2025/26 agreed to contract Ground Cover Garden Care Limited to attend to planting Summer 26 where within their proposal reference was made to provision of hanging baskets to local businesses.

Members queried management and watering of the hanging baskets and whether permission had been sought from business re fixing of brackets to their respective premises. Members requested to see an example of the bracket to be used.
The Chair asked that Councillors make the office aware if any businesses have been overlooked in this process and to notify the office at the earliest,

Resolution.
An agreement will be drawn up for each business to sign acknowledging their responsibilities for watering and acknowledgement of Council ownership of the hanging baskets / planters to be provided.

19.2 To note that following consultation with local businesses, to agree to provision, installation, removal and storage of 35 hanging baskets and 3 pot planters by Ground Cover Garden Care Limited at an additional cost of £4,870 net.

Resolution.
To instruct Ground Cover Garden Care Limited to provide, install, remove and store the 35 hanging baskets and 3 planters from the Businesses in Magor and Undy at a cost of £4, 870 from Plants and Planter Budget.
Power to spend
Section 2 of the Local Government Act 2000

21 **Monmouthshire CC – Planning Consultations**
https://planningonline.monmouthshire.gov.uk/online-applications/?lang=EN
21.1 To consider planning consultations and agree upon responses.

20.01 Cllr Paul Cawley left the room as an interest had been declared for Planning on **DM/2026/00472**
Resolution.
The planning consultation were considered as detailed at Appendix A

22 **Evaluation and benchmarking of staff roles and salaries**
22.1 To note that the Clerk achieved the SLCC CILCA qualification as awarded by Ascentis on 29th March 2026 and to agree to the appointment of One Voice Wales to conduct an independent evaluation and benchmark the roles and salaries of Council Office staff.
Resolution recorded at 22.2

22.2 To note that One Voice Wales has costed the provision of this evaluation at £497 x 2 (£994) plus travel expenses and to agree that this cost shall be met from the Professional Fees budget.

Cllr M Boyland suggested that wording should be amended to reasonable travel expenses.

Resolution.
Council agreed to instruct One Voice Wales to undertake the evaluation of staff roles and salaries at a cost of £994 plus reasonable travelling expenses to be met from the Professional Fees Budget.
Power to spend
Local Government Act 1972 ss 111 & 112

Meeting was concluded at 8.21pm
Date of next Ordinary Meeting 08th June 2026 1900 hrs at Magor Baptist Church

Appendix A
Agenda item 12.1 (Minute 22.1) Monmouthshire CC – Planning Consultations

1.
DM/2026/00472
Residential development with associated works.
Langley Villa, St Bride's Road, Magor, NP26 3HX.

A consultation response detailing Council representation in respect of material planning considerations shall be submitted to Monmouthshire CC Planning Department.

2.
DM/2026/00562
A single storey 2500mm x 8110mm extension and associated works at the property
Courtfield, Caldicot Road, Undy

Council has no representations in respect of this consultation.

3.
DM/2026/00567
Proposed first floor extension over garage and rear single storey extension
2 St Annes Crescent, Undy Monmouthshire

Council has no representations in respect of this consultation.
