

MAGOR WITH UNDY TOWN COUNCIL CYNGOR TREF MAGWYR GYDA GWNDY

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Ordinary Meeting of 19:00 hrs Monday 13th July 2026

Draft Minutes of above meeting held at Magor Baptist Church and remotely via Zoom Meetings

Magor with Undy Town Council	In attendance / Apologies / Absent
Mayor, Cllr Frances Taylor (Chair)	✓
Cllr Penny Kirkham	✓
Cllr Victoria Hammett-Johnson	✓
Cllr Paul Cawley (Deputy Chair)	✓
Cllr Dr Mario Bisi	✓
Cllr M James	Apologies
Cllr D James	Apologies
Cllr M Boyland	Apologies
Cllr O Hammett-Johnson	✓
Cllr Z Hilton	✓
Officers	
William Lewis – Clerk/RFO	✓
Rachel Jones – Business Support and Projects Officer	
Public attendance	
In Person	3
Remotely via ZOOM	1

Public Open Forum

There were no representations

41 Apologies for Councillor absence.

41.1 To receive and accept any apologies.

Apologies received from Cllr Mike James, Cllr D James and Cllr M Boyland.

42 Declarations of Interest

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

Cllr Kirkham – (Prejudicial) Agenda Item 10 (Min 50.1)

Cllr Owen Hammett Johnson (Personal) Agenda Item 9 (Min 49.1)

Cllr Victoria Hammett Johnson (Personal) Agenda Item 9 (Min 49.1)

43 Chairs Announcements

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

The Chair referred to the new MUGA amenities and storage unit. The short term unauthorised encampment of vehicles and caravans on Withy Field on Sunday 12th July 2026 and that they moved on the same afternoon. That Council in particular Cllr Cawley was still actively engaged in potential acquisition of land in the community.

44 Correspondence

- 44.1 To note that that associated documents (if available) relative to agenda items has been served upon Council Members and published on Council website.**
Members acknowledged receipt of associated documents.

45 Minutes of Previous meetings

- 45.1 To adopt the draft minutes of the Ordinary Meeting of 08th June 2026**

Resolved.

Draft minutes of 08th June 2026 were agreed and adopted as read.

- 45.2 To adopt the draft minutes of the Extraordinary Meeting of 26th June 2026**

Resolved.

Draft minutes of 26th June 2026 were agreed and adopted as read.

46 Finances

- 46.1 To receive Microsoft Excel record of receipts & payments and reconciliation records in respect of Barclays Bank Accounts and CCLA/PSDF Investment Account between 1st and 30th June 2026**
Resolved.

Microsoft reports and reconciled were received and agreed.

- 46.2 To receive and note RBS Financial Software reconciliation reports for payments and receipts in respect of Barclays Bank Accounts and CCLA/PSDF Investment Account between 1st and 30th June 2026 and to agree approved reports shall be signed by RFO and Cllr M James as soon as reasonably practicable.**

Resolved.

RBS Financial Software reconciliation reports were received and agreed.

- 46.3 To note the provision of a Budget Monitoring Document 1st Quarter 2026-27 (Standing Order 17c) and to agree any actions necessary.**

Cllr Kirkham queried the additional work of the Clerk in the preparation of the quarterly Budget Monitoring Document referring to the fact that already produced at the monthly meeting from RBS software is a Budget documents that records variances and budget expenditure and that could be achieved in the production of a quarterly report from the software.

The Clerk conceded that additional work had been required and had been prepared following learning outcomes during CILCA coursework.

Resolved.

In addition to the monthly budget report produced from RBS software a quarterly Budget Monitoring Report shall be produced from RBS with a changed heading to show that it is a quarterly report and which satisfies MUTC Standing Orders.

47 New MUGA Unit

- 47.1 To note that under permission of Financial Regulation 5.12i quotes have been obtained and arrangements made for connection of utility services of electricity and water supply to the new unit and that costs shall be met from MUGA refurbishment budget line 170/4600.**

Resolved.

To proceed with connection of utilities.

Power to spend: Public Health Act 1936

To note that quotes have been sought for the provision of two wheelchair ramps for doors to meet requirements of the Equalities Act 2010 and that the anticipated costs of less than £3000 shall be authorised under Financial Regulation 5.15 and be met from MUGA refurbishment budget line 170/4600.

The Clerk informed members that quotes had been obtained for provision of concrete ramps and was awaiting quotes for installation of fabricated metal ramps designed to fit the unit and meet Equality Act requirements.

Resolved.

This was noted by Council for progression to meet accessibility requirements of the Equalities Act.

47.2 To arrange a date in September for a formal opening of the facility at the MUGA and agree as to actions necessary.

The Chair proposed that to draw to the attention of the community to the facilities of the MUGA for sporting activities and groups where hirers would have access to the amenities of the new MUGA unit that Council organise an event in September.

Members discussed ideas, activities and arrangements to facilitate this proposal.

- Openly advertise proposed opening event
- Invitation to regular users and local sporting groups
- Invitations to original Working Group
- Attendance of members of Town Council if available.
- Members expressed thanks to the office staff for handling the logistics for delivery of the project

Resolved.

The BS&PO shall commence arrangements for an event sometime in mid-September within a Budget of £500 from MUTC Budget Line 4355-130

Power to spend: Local Government Act 1972 s 145

48 Common y Coed

48.1 To agree to the commencement of improvement works which include construction of a small parking area and construction of hardcore pathways from roadside to viewpoint bench and noticeboard and to agree upon a supplier/contractor in consideration of 3 quotes provided.

The Clerk provided an overview of the proposed improvement works to create a small car parking area and a constructed pathway to the bench, noticeboard and viewpoint within Common y Coed to improve and include inclusive access.

Members gave discussion to these improvement works and the benefits of such, also to issues in respect of litter and measures to remediate that issue.

Members considered the three quotations for the works which resulted in proposal and seconding for quotes B and C. A vote was conducted and resulted in a vote by 4 to 3 to accept quotation C.

Resolved.

To notify successful contractor that the quote of £4,750 has been agreed and accepted for the commencement of works and to establish when such work shall be commenced for circulation to Council Members.

Power to spend: Open Spaces Act 1906 ss 9 & 10 and Local Gov Act 1972 s144 (2)

49 **MUTC Branding**
49.1 **To agree upon the proposed branding design for Magor with Undy Town Council and any actions necessary.**

The Chair informed Council that Cllr Owen Hammett-Johnson had kindly prepared a presentation for this business to be transacted, that this is within his professional field of work which he had prepared in his own time as a member of the current Branding Working Group.

Cllr Owen Hammett Johnson was made co-host to the meeting and shared his screen to present information slides for the proposed Magor with Undy Town Council Branding which had been agreed by the Working Group.

Members were very appreciative of the presentation and acknowledged the amount of work involved in the preparation. The designs were well received and there was much discussion regarding colours and use of Microsoft fonts.

Members were in agreement with the brand design which was proposed and seconded to be the Councils Brand Design subject to some minor adjustments in respect of colours and font.

The Chair expressed thanks on behalf of the Council for all of the work that Councillor Hammond-Johnson had put into this, in his own personal time and of his professional expertise.

Resolved.

The presented Branding design was agreed and subject to some technical issues to be worked on by Cllr Owen Hammett-Johnson and the Council Office it will be adopted for use as Magor with Undy Town Council brand.

50 **Welcome Pack**

50.1 **To receive the report and recommendations of the Business Support and Projects Officer and to and to agree upon a supplier in consideration of 3 quotes provided.**

The Clerk provided an overview of the report presented for this business confirming that each of the three quotes provided the same materials, folders and pens.

Resolved.

That the required materials for the Welcome Pack shall be purchased at a cost of £606.54 for 1000 pens and folders from Provider#3.

Power to spend: Local Government Act 1972. S142

51 **Community Grant Applications**

51.1 **To receive and consider an application from Magor Rugby Football Club for a grant of £12,500 towards costs for purchase of training equipment and secure storage unit for equipment.**

Resolved.

A grant of £12,500 was awarded to Magor RFC for the purchase of training equipment(Scrummaging Machine) and provision of secure storage unit for equipment.

Power to spend: Local Gov (Misc. Provisions) Act 1976 s.19

- 51.2 To receive and consider an application from 'Friends of Undy Primary School' (FOUPS) for a grant of £524.00 towards costs associated with the annual end of term Fund Raising Event on 15th July 2026.**
Resolved.
A grant of £524.00 was awarded to 'Friends of Undy Primary School' for costs associated with the annual end of term Fund Raising Event.
Power to Spend: Local Gov (Misc.Provisions) Act 1976 s19
- 51.3 To receive and consider an application from 'Yum Yums' for a grant of £3,000 towards costs for hall hire, entertainment and provision of refreshments at the monthly events held at Undy Church Hall for the forthcoming year.**
Resolved.
A grant of £3000 was awarded to Yum Yums (a local group) to support costs during this financial year associated with Hall hire, provision of entertainment and refreshments at their monthly events.
Power to spend: Section 145(c) Local Government Act 1972 s145(c)
- 52 Monmouthshire CC – Planning Consultations**
<https://planningonline.monmouthshire.gov.uk/online-applications/?lang=EN>
- 52.1 DM/2025/00852 – Re-consultation: Gwent Europark, Bareland Street, Magor, NP26 3DB.**
Members to note that original consultation was considered at Ordinary Meeting of 09th February 2026 and it was resolved that Council opposed the application due to lack of information pertaining to flood risk, SSSI and Biodiversity.
Resolved.
The Clerk shall respond to the consultation and submit a report to Monmouthshire Planning to re-state previous representation and expand this to include objections in the wider protection of the SSSI and lack of provisions in addressing foul water drainage and surface water displacement capacity of the current network.
- 52.2 DM/2026/00567 – Re-consultation: 2 St Annes Crescent, Undy.**
Members to note that original consultation was considered at Ordinary Meeting of 18th May 2026 and it was resolved that Council had no representations
Resolved.
Re-consultation was approved by Mon CC on 08th July 2026.
- 52.3 DM/2026/00677 – Consultation: Magor Marshland Reserve, Whitewall**
Resolved.
There were no representations in respect of this consultation.
- 52.4 DM/2026/00780 – Consultation: Blue Hills, Old Stone Lane, Undy.**
Resolved.
There were no representations in respect of this consultation.
- 53 St Davids Day Eisteddfod Event 2027**
- 53.1 To note that St Davids Day 2027 falls on 01st March and to agree that an event to commemorate St Davids Day shall be arranged to take place on Saturday 27th February 2027 and to agree upon actions as necessary.**
Resolved.

Council agreed for arrangements to be commenced for the holding of a St Davids Day Event and that costs shall be covered under budget line 4380—130 holding £5000 for this event.

Power to spend: Local Govt Act 1972 ss.144 & 145

54 Christmas 2026

54.1 To note the current arrangements Festive Lights and provision of Christmas Trees in Magor and Undy.

- to agree to the provision of an additional Christmas Tree to be located in Undy at a suitable location and to agree to the commissioning of the fabrication of a 1metre square concrete block in which to stand the tree.
- to agree the fitting a Commando Socket to Street Lamp for power supply for the additional Christmas Tree lights and to note that this service is provided with express permission of Monmouthshire County Council only and by their approved contractor.
- to agree to undertake enquiries with Blachere Illuminations for the expansion of Festive Street Lighting.
- To agree costs shall be met from Events/Christmas budget line 190/4700

Resolved.

Council agreed to the commission of fabrication of a concrete block at a cost of £500 to stand an additional Christmas Tree close to the east end gateway of Undy.

Council agreed to the fitting of a Commando Socket to a street lighting column by Mon CC approved contractor where the additional Christmas Tree is to be located.

To note that enquiries had commenced and that a meeting with Blachere Illuminations to add to the Festive lighting provisions and that the Clerk was awaiting confirmation and cost associated with proposed additions.

That costs associated with these provisions shall be met from budget line 4700-190.

Power to spend: Local Government Act 1972. S144

55 Councillor item of business – Cllrs P Kirkham and D James

55.1 To agree actions necessary in response to requests for assistance from residents communicated directly to members of MUTC regarding Mon CC Planning Consultation DM/2021/00358: Reserved Matters – Provision of 5575m2 B1 employment space on parcel C1 – Rockfield Farm, The Elms, Undy.

(Members should note that Magor with Undy Community Council at their meeting of 26th April 2021 (Min 112.1b) resolved that Mon CC Planning should be served Council recommendation for refusal of the application based on the fact that all vehicular access will be through a residential area, and that insufficient information was provided in respect of SUDS, drainage and flooding).

20:58hrs Suspension of Standing Order 3.3(w) was agreed to extend meeting time beyond 2 hours

Resolved.

That Council shall submit a further representation objecting to the Planning Consultation DM/2021/00358 relating to material planning considerations in respect of residential amenities of increased traffic congestion and associated pollution. Noise and light pollutions and Visual impact.

56 Clerks Report

- 56.1 To receive summary of work undertaken by Town Council Staff and Members of the Town Council for the period April 2026 to June 2026.
Report received by Council
- 57 Date of Next meeting
- 57.1 To note that the next Ordinary Meeting is 1900 hrs Monday 14th September 2026 at Magor Baptist Chapel.
Date of next meeting acknowledged by members. Cllr Bisi gave apologies for unavailability on that date.
Meeting was concluded at 21:08hrs

DRAFT