

# CALDICOT TOWN COUNCIL

Sandy Lane  
Caldicot

## Minutes of the meeting of Planning Committee held at 6.30 pm on Tuesday, 14<sup>th</sup> August 2007 at Caldicot Day Luncheon Centre

### PRESENT:

Cllrs D Ashwin, Mayor	R J Higginson [left 8.05pm]
J Daniels	J Marshall
A Easson	R Stewart [left 8.20pm]
D Evans	P Tidmarsh [left 6.55pm]
J Harris	

**In attendance:** G McIntyre, Clerk, A Sandiford

The Mayor advised Members of a meeting to be held on 18.10.07 with Caldicot County Councillors and Colin Berg, Chief Executive, Mon CC regarding the relationship between Town and County Council "Making the Connections", to be followed up by a meeting with Town Council on 13.11.07 [following Planning Committee].

### 1. Apologies

Apologies were received from Cllrs E Davies, D Jones, G Jenkins and K Thomas

### 2. To Suspend Proceedings – Mr John Clements, Specialist Environmental Health Officer, Mon CC, to address Town Council Re: Clean Neighbourhoods and Environment Act 2005. [b/f TC 25.7.07 – Mon CC Enforcement Officers]

Proceedings were suspended to allow Mr John Clements to outline the Clean Neighbourhoods and Environment Act 2005 – See Appendix A

Correspondence from an Enforcement Officer [Environmental Health] Mon CC, requesting methods of raising awareness of the roles of Enforcement Officers, was considered. It was agreed to refer the Enforcement Officer to Mon CC's "Community Spirit" and to offer space in Town Council noticeboard to place a notice, if required.

Cllr D Evans advised that the siting of the dog waste bin at Orchid Drive was acceptable. It was agreed to request comments of residents in the immediate vicinity of the two proposed locations of Margretts Way and Birbeck Road.

### 3. Declarations of Interest – To be identified under the relevant item

Cllr R Stewart declared an interest in Planning Matters

### 4. To Ratify Decision of Extremely Urgent Committee 27.7.07 [DJ/AE/RS] – To make-safe fallen willow tree branch at Caldicot Cemetery at cost of £140

Town Council ratified the above decision to make-safe fallen willow tree branch at Caldicot Cemetery at a cost of £140.

### 5. To Approve the Minutes of Planning Committee as Part of Full Town Council Meeting Held Wednesday, 25<sup>th</sup> July 2007 [CIRC]

The Minutes were approved as a true record.

**A) Planning Applications Received [Displayed]**

- DC/2007/00949:** Rear single storey extension and also change external door types  
24 Castle Lodge Crescent, Caldicot **TC Approved**
- DC/2007/00978:** Change of use to allow operation of the existing unit for B1, B2 or B8  
Uses Electrocatalytic Ltd Unit, 9 Norman Way, Caldicot **TC Approved**
- DC/2007/00995:** Rear single storey extension 15 Osprey Drive, Caldicot **TC Approved**

**B) Mon CC Planning Information [Displayed]**

**i) List of Mon CC Planning Decisions**

**ii) Mon CC Planning Agenda 7.8.07 – For Information**

Town Council noted the above Planning information from Mon CC.

**Public Health Act 1925 – Street Naming and Numbering**

**Existing Address: 13 Firs Road, Caldicot, NP26 4DQ**

**Official Address: The Palace, 13 Firs Road, Caldicot, NP264DQ**

Town Council noted the above information from Mon CC.

**6. Caldicot Cemetery**

**(a) To Consider Reserved Spaces at Caldicot Cemetery [b/f TC 25.7.07]**

Cllr D Ashwin, Mayor, advised Members of a verbal request from a Rogiet resident to reserve four spaces at Caldicot Cemetery and to a notice posted in Rogiet Community Council noticeboard advising of limited burial space in Rogiet Churchyard.

It was stated that Mon CC had a duty to provide suitable burial ground for local communities where local churchyards were filling up.

Reference was made to Town Council's fees and its policy to charge double fees for interments of non residents or persons residing outside Caldicot for more than five years.

Reference was also made to the issue of burial space being brought up at Mon CC's Severnside Area Committee. Members on Town and County Council queried their position regarding declarations of interest and it was agreed to seek clarification in this matter from the Monitoring Officer.

Members expressed concerns of Caldicot cemetery filling up particularly in relation to rocky ground. It was advised that a previous Health and Safety Committee of the present council had predicted 30 years' burials at the cemetery. It was stated that the adjoining field had been 'earmarked' for extending the cemetery.

A discussion ensued regarding future criteria for burials in Caldicot Cemetery.

**It was resolved:**

- i) to write to Colin Berg, Chief Executive, Mon CC to request acquisition of additional land to extend Caldicot cemetery and what provision Mon CC will be making for future burials in local communities**
- ii) to defer issues relating to space, benches and reserved spaces and survey to a special meeting of Town Council to be agenda'd 26.9.07.**

**(b) To Consider Recommendations of Health and Safety Committee Site meeting Caldicot cemetery 6.8.07 [Circ]**

Town Council approved the Notes of the above Health and Safety Committee meeting.

**It was resolved:**

- i) to endorse the request for written report from a local roofing contractor re: cemetery shelter roof at a cost of £30**
- ii) to request quotations for pollarding two willow trees in the cemetery**
- iii) to defer recommendation to undertake geological survey of cemetery pending response from Mon CC re: 6(a) above**

**(c) To Consider Quotation for Inaccessible Hedging Works**

**It was resolved to accept quotation for £95 + VAT to cut back hedge at cemetery inaccessible by machinery**

**(d) To Consider Report for Cemetery Shelter Roof [awaited]**

Town Council considered a report and quotation from a local roofing contractor to repair the cemetery shelter roof.

It was stated that UPVC fascias would require less maintenance than painted wooden fascias.

**It was resolved to accept quotation for £720 + VAT from local roofing contractor to repair the cemetery shelter roof subject to substitution of wooden fascias for UPVC fascias with any additional cost for the substitution to be authorised by the Clerk to a maximum of £1,000.**

**Cllrs J Harris and R J Higginson declared an interest in item 6.**

**7. Citizen's Awards [Presentation Evening 11.9.07] [b/f TC 25.7.07]**

**(a) To Consider Citizen's Awards to Councillors**

A discussion ensued regarding nominations of serving Members for Town Council's Citizen's Awards. A Member referred to the definition of 'citizenship'.

A vote ensued on a proposal that serving Town Councillors be eligible for nomination for Citizen's Awards: 3 For – 3 Against. The Mayor gave his casting vote and the proposal was not carried.

It was resolved that serving Town Councillors be not eligible for citizen's awards.

*Cllr R J Higginson left the room during discussion and voting of this item*

Clarification was sought on the criteria of nominations for Citizen's Awards as it was stated that nominations were made "on the hoof" and there appeared to be no 'structure' to nominations. A discussion ensued and the Clerk referred to previous advice that nominations should be received in writing and that equal opportunity should be demonstrated. It was stated that nominations received should be considered in Committee.

**(b) To Consider Posthumous Citizen's Awards**

**Town Council resolved not to award posthumous citizen's awards.**

**(c) Additional Nominations Received**

Cllr J Daniels requested the names of the four persons already nominated to receive an award 11.9.07.

Town Council accepted three additional nominations - Sian Hatton: Musical Director of Cor Meibion, Caldicot since 1988, Peter Strong: Chairman of Caldicot Local History Society and Mr Haydn James.

**Cllr J Marshall declared an interest in this matter**

**It was resolved that a 'Nomination Form' be used for all future nominations for Citizen's Awards**

**8. King George V Playing Fields**

**(a) To Consider Quotation for Inaccessible Hedging Works**

**Town Council resolved to accept quotation for £220 + VAT to cut hedge inaccessible to machinery at KGVPF**

**(b) To Consider Damage to Item of Play Equipment**

Town Council were advised that the play area had been closed for health and safety reasons as a result of damage to an item of play equipment carried out whilst the play area was locked. Copy photographs of the damage were circulated at the meeting.

A discussion ensued and Members were unhappy with the play area being closed during the school holidays.

**It was resolved:**

- i) to remove the damaged item of play equipment and make safe the surface in order to reopen the play area**
- ii) to purchase a replacement item of play equipment**
- iii) pursue this matter via Town Council insurance company**

**9. Mon CC Temporary Traffic Regulation Order Section 14 – Road Traffic Regulation Act 1984 – Mon CC: Caldicot Community (Caldicot Level Crossing) Temporary Traffic Regulation Order 2003 – For Information [Circ]**

Town Council noted the above Temporary Traffic Regulation Order.

**It was resolved to write to Mon CC to request what procedures have been put in place for residents and emergency vehicles during the closure.**

**10. a) To Note Mr Matthew Lewis, Countryside Manager. Mon CC to Address Town Council 9.10.07 Re: Lighting through Caldicot Countryside Park  
Request to consider coastal access also**

Town Council noted the date for the above address.

**Cllr J Harris declared an interest in this matter**

**b) To Note Cllr Liz Hackett Pain/Mr Peter Ellis, Mon CC to Address Town Council 28.11.07 Re: Caldicot Castle [following October opening]**

Town Council noted the date for the above address.

**c) Mon CC Correspondence Re: Country Park – For Information [Circ]**

Town Council considered copy press release re: trial period for barrier closure at Caldicot Castle.

Members expressed concerns of emergency services accessing the countryside park during closure of the barrier.

It was stated that no statistics were available to demonstrate the need for a barrier at the castle.

**It was resolved to write to Mon CC to request what would be deemed as a successful trial of the barrier and what provision has been put in place for emergency vehicles to access the castle during closure of the barrier.**

**Cllrs J Harris and J Marshall declared an interest in this matter**

The meeting closed at 8.40pm

.....  
**Mayor/Deputy Mayor**

## Appendix A

### **Suspend Proceedings – Mr John Clements, Specialist Environmental Health Officer, Mon CC, to address Town Council Re: Clean Neighbourhoods and Environment Act 2005. [b/f TC 25.7.07 – Mon CC Enforcement Officers]**

The Mayor welcomed Mr John Clements.

Offences re: “Dog Control Order”

- Fouling of land by dogs and the removal of dog faeces
- The keeping of dogs on leads
- The exclusion of dogs from land
- The number of dogs which a person may take on to any land

Maximum penalty - £1,000

Fixed Penalty - £75

Existing By-Laws to remain in force

Enforcement Officers have issued 3 x fixed penalty notices issued recently in Caldicot [1 at St Mary’s School/2 at Caldicot castle].

Cllr J Harris thanked Kate Arnold, Enforcement Officer, Mon CC and her colleague for their work undertaken in Caldicot, in particular the Station Road area.

Dog fouling bins in Caldicot are well used.

Dogs not permitted in children’s play areas, school grounds or areas of Caldicot castle.

Enforcement officers will visit areas at requested times re: persistent offenders.

Other areas of the new Act outlined by Mr Clements – graffiti, extension of definition of litter to include water courses and private land, waste carriers, crime and disorder, noise