

## CALDICOT TOWN COUNCIL

Sandy Lane  
Caldicot

### Minutes of meeting of Full Town Council held at 6.30pm on Wednesday 23rd February 2005 at Caldicot Day Luncheon Centre.

#### PRESENT:

Cllrs R Stewart, Mayor	R J Higginson
P Tidmarsh, Deputy Mayor	G Jenkins
C Babb	D Jones
J Daniels	R King
E Davies	K Thomas
D Evans	S Williams
J Haskey	

**In attendance:** Mrs G McIntyre, Mrs A Sandiford, Members of the Public, Press

#### 7406 Apologies

Apologies were received from Cllrs D Ashwin, K Bevan, W Edwards and J Roberts

#### 7407 Open Forum for Public Participation

- Mr J Marshall thanked the Clerk for her assistance in relation to a personal matter at Caldicot Cemetery.
- Mr Marshall referred to conduct of Members at Town Council meeting 26.1.05.
- Mr D Stewart expressed concerns at the lack of pedestrian crossings to the town centre from the East and North sides of the town, particularly along Sandy Lane. Mr Stewart also referred to the mini roundabout, which in his opinion, “exasperated the problem”.
- Mr G Powell referred to an increase of 37.5% in Town Council precept and stated he had requested the Welsh Assembly Government undertake enquiries into the running of the Town Council. Mr Powell also stated he would call a public meeting where he would ask the people of Caldicot to disband the Town Council.

#### 7408 Declarations of Interest

**Cllr R J Higginson declared an interest in Min 7411 (8), (8a) and (8b)**

**Cllr J Daniels declared an interest in Min 7411 (15)**

**Cllr R Stewart declared an interest in Planning Matters**

Further Declarations of Interest to be identified under the relevant Minute

#### 7409 To Approve the Minutes of Full Town Council Meeting 26<sup>th</sup> January 2005 [Circ]

The Minutes were approved as a true record.

##### a) Matters Arising from the Minutes [Update Sheet Circ]

**Min 7389 (a)** Cllr G Jenkins reiterated Cllr J Haskey’s comments in relation to Members conduct at Town Council meetings.

**Min 7401** The Clerk advised Members that Deserie Mansfield, RCA was investigating the possibility of a training course in relation to trusteeship.

It was agreed that the Clerk request updated information in relation to items listed on the Matters Arising Update sheet and include any relevant items at a site meeting to be arranged with Mon CC – See Min 7411 (19)(iv).

##### b) Mayor to Sign the Minutes

Cllr R Stewart, Mayor, signed the Minutes

**7410 To Approve the Minutes of Planning Committee 8<sup>th</sup> February 2005 [Circ]**

The Minutes were approved as a true record.

**a) Matters Arising from the Minutes**

There were no matters arising from the Minutes

**b) Mayor to Sign the Minutes**

Cllr R Stewart, Mayor, signed the Minutes

**7411 Correspondence [Circ unless marked\*]**

**(1) Miss S Perry**

**Request for Sponsorship**

Town Council considered a request for sponsorship from Miss S Perry, 2<sup>nd</sup> Caldicot Scout Group, towards funding a venture to Croatia to help run a humanitarian camp for Croatian children.

It was resolved to donate £50 to Miss S Perry [2<sup>nd</sup> Caldicot Scout Group] [JD/PT].

**(1a) Caldicot & District U3A**

**Request for Contribution**

Town Council considered a request from Caldicot & District U3A towards the purchase/installation of a grand piano to be located at Caldicot School.

It was resolved to donate £100 to Caldicot & District U3A [JD/PT].

**\* (2) Shopmobility Newport**

**Appreciation for Donation**

Town Council noted the appreciation for donation of £100 from Shopmobility Newport.

**\* (2a) Caldicot Community Website**

**Appreciation for Donation**

Town Council noted the appreciation for donation of £200 from Caldicot Community Website.

**(3) Cllr R Stewart**

**Various Issues [b/f TC26.1.05]**

Cllr R Stewart referred to youngsters intimidating adults in the town centre, especially over the Christmas period.

Cllr Stewart also referred to discarded plastic cartons and other inedible articles outside the chicken takeaway in the town.

It was resolved to request Chef Special [chicken takeaway] place a litter receptacle outside its premises and to request Mon CC empty the bin, if provided, on a regular basis.

**7411 (4) County Cllr W Edwards**

**Re: Governing Body – Sandy Lane Infants School**

Town Council considered correspondence from the Chairman of the Governing Body of Sandy Lane Infant School stating a decision was taken by the Governors that the Minor Authority vacancy should, if possible, be opened up to other wards as the school takes pupils from areas outside of Caldicot and that legal advice was being sought in this matter.

It was resolved to respond to Cllr W Edwards that Cllr J Roberts be appointed as Minor Authority Representative on Sandy Lane Governing Body. It was further resolved to copy the response to Mon CC Governor Services.

**7411 (5) Mon CC**

**Copy Letter to Cty Cllr W Edwards Re: Bus Corridor Improvements – Dewstow Ward**

Town Council noted copy correspondence in relation to proposed bus corridor improvements in the Dewstow ward.

**(6) Caldicot & District Chamber of Commerce King George V Playing Fields [KGVPF]**

Town Council considered a request from Caldicot & District Chamber of Commerce to make a presentation to Members for the regeneration of Caldicot Town Centre in connection with KGVPF.

A discussion ensued and reference was made to public opinion and Town Council's previous decision not to allow the sale of KGVPF.

It was resolved:

- i) that Caldicot & District Chamber of Commerce be permitted to make a presentation at Full Town Council meeting 30.3.05 under Suspended Proceedings, following the Public Open Forum, for a maximum of 15 - 20 minutes.
- ii) to reiterate to Caldicot & District Chamber of Commerce that Town Council is not prepared to enter into negotiations for the sale of the ground at King George V Playing Fields [TC 30.10.02 Min 6947(14)]

Cllr P Tidmarsh advised Members he was no longer a member of Caldicot & District Chamber of Commerce and had requested his address be removed from its letterhead.

**(7) Inspector Marc Budden, Gwent Police**

**Re: Policing Issues 2005/06**

Town Council noted introductory correspondence from the new Inspector, Marc Budden, requesting comments on where Members would like the force to concentrate its priorities in the future.

It was resolved that Members pass on their written comments to Inspector Budden via the Clerk within two weeks.

**(7a) Inspector Marc Budden, Gwent Police**

**Copy Response to Cllr R Stewart**

Town Council noted copy correspondence from Inspector M Budden to the Mayor regarding attendance at Town Council meetings.

**\* (8) Halsalls Solicitors**

**Re: Off-Licence West End Shopping Centre, Caldicot – Transfer of Justices' Licence**

Town Council noted the above application for Transfer of Justices' Licence.

**\* (8a) Granville West Solicitors**

**Re: The Castle Inn, Caldicot – Transfer of Justices' Licence**

Town Council noted the above application for Transfer of Justices' Licence.

**(8b) Mon CC**

**Public Entertainment Licence Application  
Licensing Period 1.4.05 – 31.10.05 Caldicot Castle**

Town Council had no objections to the above application for Public Entertainment Licence.

**7411 (9) One Voice Wales**

**Welsh Assembly Government Funding for One Voice Wales**

Town Council noted correspondence from One Voice Wales stating it has yet to receive the promised funding from the Welsh Assembly Government during the current financial year and requesting Councils contact their local Assembly Member to request support in securing the funding.

**(9a) One Voice Wales**

**Constitution and Standing Orders – Observations**

Town Council resolved to accept a copy of One Voice Wales' Constitution and Standing Orders as adopted at its Annual General Meeting 23.10.04.

**(10) Mon CC**

**Re: Plaid Cymru Caldicot Newsletter**

Town Council considered correspondence from Mr Giles Ballisat, Mon CC expressing disappointment and frustration at inaccuracies contained in Plaid Cymru Caldicot Newsletter and requesting details of someone from the Plaid Cymru Party in Caldicot to whom he can express his concerns about the publication.

A discussion ensued regarding Town Council's previous lengthy debates in relation to the wording and content of its proposed Newsletter, which Members subsequently resolved to withdraw from the agenda.

Cllr G Jenkins referred to the Plaid Cymru Newsletter resembling that withdrawn by Town Council.

It was resolved to forward Cllr J Daniels contact details to Mr G Ballisat.

Cllr R J Higginson stated he was in favour of an "accurate" community Newsletter.

**(11) R A Boswell**

**Church Road Housing Development**

Town Council considered correspondence from Mr R Boswell requesting an alternative route be found for lorries transporting soil along Church Road during proposed construction works at the top of Church Road.

It was stated that no planning applications had been forthcoming for a housing development in the area.

It was resolved to acknowledge Mr Boswell's correspondence and forward it to Mon CC Planning and Environmental Services.

**(12) Mon CC**

**Tourism Related Road Signs – Questionnaire  
Tourism Signing Policy – Available TC Office**

Town Council considered a questionnaire from Mon CC requesting Members' views on tourism related road signs.

It was resolved:

- i) that Members who wished to complete the questionnaire, return it to the Clerk by 25.2.05
- ii) to request "Welcome to Caldicot" signs similar to Chepstow and other Monmouthshire towns.
- iii) to request signage to Caldicot on approach to the Severn Crossing along M48.

**(13) Local Health Board**

**Public Consultation: Draft Race Equality Scheme - Available TC Office**

Town Council considered correspondence from the Local Health Board requesting Members' comments on the draft Race Equality Scheme.

It was resolved that Members pass on their written comments to Local Health Board via the Clerk.

7411\* (14) Mon CC

**Copy correspondence to Western Power/  
Transco  
Health & Safety at Work Act 1974 – HS (G) 47  
New Roads & Street Works Act 1991 – S79(93)  
Maple Close, Caldicot  
Woodstock Way, Caldicot  
O/S 4 Maple Close, Caldicot  
149 Newport Road, Caldicot  
10-20 Goldfinch Close, Caldicot**

Town Council noted the above copy information from Mon CC.

**(15) Royal British Legion**

**Commemoration End Second World War  
10.7.05**

Town Council considered correspondence from Royal British Legion requesting Town Council's intentions to commemorate the end of the Second World War on a local basis.

It was resolved to request representatives of Royal British Legion meet with Town Council to discuss this matter.

**Cllrs J Daniels and S Williams declared an interest in this matter**

**(16) Caldicot Events Committee**

**Request for Groundsman Assistance at  
Carnival 30.5.05  
Financial Summary – To Follow  
Insurance**

Town Council resolved to receive financial summary [circulated at the meeting] and accept Caldicot Events Committee's request for Groundsman assistance at the Carnival 30.5.05.

**(17) Welsh Assembly Government**

**Appropriate sum under Section 137 LG Act  
1972**

Town Council noted correspondence from Welsh Assembly Government advising of the maximum permitted increased expenditure under Section 137 of the Local Government Act 1972 from £5.14 per local government elector (04/05) to £5.30 (05/06).

**(17a) Welsh Assembly Government**

**Statutory Rights on Consultation for  
Community and Town Councils in Wales**

Town Council noted correspondence from Welsh Assembly Government in relation to statutory rights on consultation for Community and Town Councils in Wales.

**(17b) Welsh Assembly Government**

**Account and Audit Regulations**

Town Council noted the Consultation Draft from the Welsh Assembly Government in relation to the proposed change in Account and Audit Regulations 1996 to take effect from 2005-2006 financial year and beyond.

**\* (18) National Assembly for Wales**

**Public Meeting of the National Assembly SE  
Wales Regional Cttee – Rhydycar LC, Merthyr  
Tydfil – “Coast to Valleys Regeneration” 4.3.05**

Town Council noted the date for a Public meeting of the National Assembly SE Wales Regional Committee.

**i) Events Committee**

Members welcomed Cllr E Davies back and wished her well.

Town Council resolved as an interim measure to replace Cllr E Davies with Cllr D Jones on Events Committee.

**ii) Tenders**

Cllr Daniels requested accurate figures be sought for the re-surfacing of Caldicot Cemetery. A discussion ensued in relation to a specification being drawn up and reference was made to an independent Quantity Surveyor being employed to produce a specification.

It was resolved to obtain options and quotations from three firms for the re-surfacing of Caldicot Cemetery.

**iii) Cemetery**

Reference was made to obtaining public opinion before considering handing back the Cemetery to Mon CC.

Town Council resolved to request a representative from Mon CC address Members in relation to the viability of handing back Caldicot Cemetery to Mon CC.

**Cllrs R Stewart, R J Higginson and S Williams declared an interest in this matter.**

Cllr R J Higginson requested it be recorded that he was not involved in Town Council's decision.

**iv) Highways**

Town Council resolved to request a site visit with Mon CC to discuss a number of issues relating to highways - 'Speed limits and signage, zebra/tucan crossings, lighting and road maintenance' - to include by-pass/Shakespeare Drive/Newport Road etc' [see also Min 7409]

Cllr R Stewart referred Members to a previous presentation from Highways when only two Members attended.

Cllr R J Higginson referred Members to proposed remedial/resurfacing highway works.

**v) Dog Fouling**

Cllr J Daniels outlined research she had undertaken in relation to dog fouling, which had "resulted in a decrease of 57% in dog mess in Monmouth".

A discussion ensued regarding the revenue costs of installing/emptying dog bins "and correct usage of such bins".

Town Council resolved to request a quotation from Tim O'Donovan, Landscape and Environment Department, Mon CC for the purchase, siting and emptying of dog fouling bins at suggested sites for a contract of one year.

Cllr D Jones referred to dog fouling problems on St Mary's school fields.

**v) King George V Playing Field – Park**

Town Council resolved to obtain quotation for benches to be placed in KGVPF Play Area.

(20) Cllr E Davies

Letter of Appreciation

Town Council noted the letter of appreciation for flowers, card and good wishes from Cllr E Davies.

7412 Publications, Minutes, Etc [DISPLAYED]

[A] NALC Direct Information Service	Issue Nos 598-599
[B] Plus Publishing Services	Local Council's Update Issue No 64
[C] Mon CC, Cabinet	Agenda 2.2.05/15.2.05
[D] Mon CC, Severnside Area Cttee	Agenda/Mins 16.2.05
[E] Mon CC, Severnside Area Forum	Mins 12.1.05
[F] Monmouthshire Area CHC Cttee	Agenda/Mins 1.2.05
[G] Association of Burial Authorities	No. 28 Winter 2004
[H] Nat Assoc Allot & Leisure Gardeners	Issue 1 2005
[I] GAVO	Health & Social Care Newsletter Jan 05
[J] Countryside Council for Wales	The Countryside Access (Provisional and Conclusive Maps) (Wales) Regulations 2002 Conclusive Map – Vale of Glamorgan, Cardiff, Newport and Monmouthshire

Town council noted Publications [A] to [J] above, available in Town Council office.

7413 Planning Committee [Displayed]

A) Planning Applications

**Plan M/11130:** Somerfield Supermarket, Wesley House, 43 Newport Road, Caldicot - External Alterations to Store, Relining Existing Car Park, New Ramp, Stair and Canopy, New Trolley Bays  
\* - Amended Plans **TC Approved**

*\*For information – Verbal Response 14.2.05 Manager Somerfield – Store closes 4 pm 26.2.05 Re-open Monday 7.3.05 Buses arranged for Monday, Thursday to Somerfield, Chepstow.  
Home Delivery Available - **Town Council noted verbal response from Somerfield Manager***

**Plan M/11174:** 4 Prospect Crescent, Caldicot – Two Dormer Extensions **TC Approved**

**Plan M/11189:** Upper House, Church Road, Caldicot – Proposed Domestic Garage **TC Approved**

**Plan M/11204:** Rear of No 17 Heol Teifi, Caldicot – Conservatory **TC Approved**

**Plan M/11210:** 18 Newport Road, Caldicot - Outline Application for the Erection of a Single Storey Building to Form Two Shop Units (Amended Resubmission of Withdrawn Scheme) **TC Approved\***

**\*Consideration to be given to ‘overlook’, parking and access situations**

**Town and Country Planning Act 1990**

**The Town and Country Planning (Applications) Regulations 1988**

**Plan M/11032:** 115 Castle Lea, Caldicot – Wall/Fence – Withdrawal of Application

Town Council noted the above withdrawal of planning application.

**B) Mon CC Planning Information**

**i) Planning Permissions**

**Plan M/10814:** 12 Newport Road, Caldicot – Change of Use From an Office and Sales Centre To an Internet Coffee Shop **TC Approved 9.11.04**

**Plan M/10856:** 2 Kirrlach Close, Caldicot – Single Storey “Granny Annex” Consisting of Porch/Buggy Store, Living Room, Bedroom & Disabled Bathroom **TC Approved 9.11.04**

**Plan M/10956:** 34 Church Road, Caldicot – Two Storey Extension to Rear of Existing Dwelling  
**TC Approved 14.12.04**

**Plan M/11000:** The Galleon Car Park, 180 Newport Road – Retention of Garage and Storage Container  
**TC Approved 14.12.04**

**ii) List of Planning Applications Received**

24.01.05 – 28.01.05

31.01.05 – 04.02.05

**iii) Mon CC Planning Agenda 22.2.04 – For Information**

Town Council noted Planning Information (i) to (iii) above from Mon CC

**7414 Cheque List Schedule Update [Circ]**

Town Council resolved to approve the updated Cheque List Schedule.

**7415 Donations and Contributions Schedule Update [Circ]**

Town Council resolved to approve the updated Donations and Contributions Schedule.

**7416 Financial Comparisons 1.4.04-30.6.04/1.7.04-30.9.04/1.10.04-31.12.04 [CIRC]**

Town Council resolved to approve the above Financial Comparisons.

**7417 Audit of Accounts Year Ending 31.3.03– External Auditor’s Certificate and Opinion [CIRC]  
Statutory Requirements Complied with 13.1.05**

Town Council accepted the ‘External Auditor’s Certificate and Opinion’ and noted no matters giving cause for concern that relevant legislation and regulatory requirements had not been met.

**7418 Notice of Audit of Accounts Year Ending 31.3.04 to take place 11.4.05 - Awaiting Internal Auditor Report [To Follow]**

Town Council noted the date for audit of accounts year ending 31.3.04.

**7419 To Consider Removal of Matters Arising from Town Council Agendas [B/f TC 26.1.05]**

Town Council resolved to remove Matters Arising from Town Council agendas.

**7420 CCTV – To Note Training Session 7pm Tuesday, 8.3.05 [Following Planning Committee]**

Town Council noted the date and time for CCTV training session [approx 1.1/2 hours].

**7421 Caldicot Cemetery – Minutes Mon CC Cemetery Working Group 1.10.04 [CIRC]  
Mon CC Report to Cabinet 2.3.05**

Town Council noted the Minutes of Mon CC Cemetery Working Group 1.10.04 which would be reported to Cabinet 2.3.05.

**7422 Reports**

**a) Best Dressed Christmas House Competition Presentation Evening 8.2.05 [CIRC]**

Town Council noted the report on Best Dressed Christmas House Presentation Evening held 8.2.05.



**b) Minutes – Day Luncheon Centre Voluntary Committee 10.2.05 – For Information [CIRC]**

Town Council noted Minutes of Day Luncheon Centre Voluntary Committee 10.2.05.

As a result of a power failure over the Christmas period and following the advice of the Environmental Health Officer it was resolved that the Clerk dispose of all frozen meals held at Day Luncheon Centre.

**c) Twinning - To Approve Minutes of Twinning Committee Meeting 10.2.05 [CIRC]**

Town Council approved the Minutes of Twinning Committee meeting 10.2.05.

Cllr P Tidmarsh confirmed all participants were making their own travelling arrangements, making their own payments and there would be no cost to Town Council.

Cllr Tidmarsh advised Members of a request from Jean Barrett for a return visit to Caldicot in August 2005. It was stated that August would be difficult due to holiday commitments and any request from Morières should come via Town Council office.

**d) Governors**

There were no Governors' reports.

**e) Other**

Cllr J Haskey gave a verbal report of a meeting of Caldicot CAB Trustee Board.

Members thanked Cllr Haskey for her comprehensive report.

**7423 Committee – To consider exclusion of press and public from the meeting during consideration of the following items in accordance with Section 100A of the Local Government Act 1972 on the grounds that it involves the likely disclosure of exempt information**

**a) Tymperleys Nursery – Extension of Lease**

Cllr J Daniels left the meeting temporarily during discussion of this item and was absent from voting.

Town Council resolved to accept VJ's request to extend the Nursery for a further year [Vote: 8 For - 4 Against].

**b) Quotation Bowls Green Works - Slab Path Surrounding Bowls Green - Conifer Hedge Boundary Bowls Green/Play Area**

Town Council resolved to accept the following quotations from Willow Landscapes:

- i) to slab path surrounding Bowls Green @ £194.00
- ii) to side and top conifer trees in boundary between Bowls Green and Play Area @ £240.00

**c) Quotation - Fence at Oakley Way Allotments - Area subject to Illegal Dumping**

Town Council resolved to defer this item subject to Town Council Groundsman confirming exact measurements for quotation.

**d) Quotation – Cremated Remains Section – Caldicot Cemetery**

Town Council resolved to request addition quotation for the Cremated Remains Section at Caldicot Cemetery.

The meeting closed at 8.35pm