

Minutes of Caldicot Town Council held at 6.30pm on Wednesday, 24th June 2015 at Caldicot Town Council

Present: Cllrs: D Evans, Mayor
P Stevens, Deputy Mayor
A Davies
A Easson
F J Harvey
R J Higginson
F Rowberry
M Stevens
R Stewart
S Webb [6.35pm]

[In attendance: G McIntyre, Clerk; Calvin Till; Press; Members of Public]

9407 Apologies

Apologies were received from Cllrs W Conniff, J Haskey, G Owen, P Watts, J Williams,

9408 It was resolved to accept onto the agenda at the request of the Mayor:

- i) Eisteddfod Committee to use Town Council building at no charge over the weekend – **Resolved to approve**
- ii) Bus Service timetable changes – see Min 9412

9409 Declarations of Interest – To be identified under the relevant item/Forms to be completed

Cllrs D Evans, R J Higginson declared an interest in Min 9417, 9421
Cllrs A Davies, F Rowberry declared an interest in Min 9422 (c) (d) (e)
Cllrs M Stevens, P Stevens declared an interest in Min 9422 (d) (e)
Cllr D Evans declared an interest in Min 9422

Further declarations of interest to be identified under the relevant item.

9410 Suspended Proceedings – Sergeant P Purcell

See Appendix A

9411 Open Forum for Public Participation [max 15 mins at Mayor's Discretion]

The following items were raised during the Public Open Forum:

- Woodstock Way/Waitrose Car Parks
- Planning Application Chepstow Road Re: Marlow Vets

9412 Bus Service Timetable Changes

A discussion ensued regarding notification of bus service timetable changes via a County Councillor.

The following points were raised:

- Short notice of timetable changes
- Lack of public consultation, especially users
- Lack of advertising
- Commercial service operated via Newport Transport
- Subsidised service on Sundays/Bank Holidays
- Brought to the attention of Strategic Group
- Bus surgeries to be held in area

It was resolved to request Newport Transport attend a meeting of Town Council, copy in Messrs Richard Cope, Damien Weeks, Mon CC to attend and invite local community/town councils

9413 To Approve the Minutes of Full Town Council Meeting 27th May 2015 [Circ]

The Minutes were approved as a true record

a) Mayor to Sign the Minutes

The Mayor signed the Minutes

9414 To Approve the Minutes of Planning & Resource Committee 9th June 2015 [Circ]

The Minutes were approved as a true record subject to the following:

Ref Item 4: Move “4 - Planning Applications Received [Displayed]” to above “*Cllrs D Evans and P Watts declared an interest in planning and left the room*”

Ref Item (10): add “*It was agreed to have a compound gate key cut for access by Monmouthshire & Torfaen Youth Offending Team*”

a) Mayor to Sign the Minutes

The Mayor signed the Minutes

9415 Correspondence [Circulated unless marked*]

(1) Mon CC

**Review of Communities and Electoral Arrangements
- Postponement**

Town Council noted postponement of the Review of Communities and Electoral Arrangements

(2) Event Safety Advisory Group [ESAG] Introduction/Aims re: ESAG

Town Council considered an introduction and aims of ESAG.

It was resolved to request ESAG why Town Council or Caldicot Events Committee were not part of the group.

(3) Home Start Monmouthshire

**Invitation to AGM – Thursday 9th July 10am – 11.30am
Bridges Community Centre, Monmouth NP25 5AS**

Town Council noted the above invitation from Home Start Monmouthshire

*** (4) One Voice Wales**

To Note TC Motion “Caldicot Town Council objects to any further increase in tolls on the Severn River Crossing and when paid for should be abolished altogether” not accepted for AGM 2015

Town Council expressed disappointment that the above motion had not been accepted for AGM 2015.

(5) Mon CC

Request to promote Community Chest Grants on TC Website

Town Council resolved not to accept the above request to promote Community Chest Grants on its website to avoid confusion between different roles of Town and County Councils.

It was agreed to advertise Community Chest Grants in TC noticeboard.

9415 (6) Mon CC

Re: Switching street lights off in Caldicot

Town Council expressed concerns re the switching off of street lights in Caldicot.

It was resolved to request Mr Roger Joy, Street Lighting Manager address Town Council and put a notice in Town Council noticeboard and advise the Press of the date/time

(7) G.A.VO.

**To Note Monmouthshire Volunteer Awards 2015 -
Presentation 17.9.15 at Drybridge House,
Monmouth - Closing date 3.7.15**

The Mayor advised he had been approached by GAVO with a view to a similar event being held in Caldicot with a request for funding in the region of £450 - £500 and that there would also be a request made to Severnside Area Forum and Welsh Church fund.

The Mayor advised the application would come before Planning & Resources Committee.

It was resolved that Town Council agrees in principle a donation of £200 to the event.

(8) Mon CC

**To Consider request re: confirmation of funding
for Summer Playscheme 2015**

Members agreed the summer playscheme was an “excellent” provision for children during the summer holidays. Reference was made to children attending the scheme from outside Caldicot and that contributions were also made from other local community councils.

It was proposed that Town Council contribute the amount set aside in precept for the summer playscheme.

An Amendment was proposed that Town Council contribute the amount required for the summer playscheme

A vote ensued 6 For the Amendment: 3 for the Proposal. The Amendment was carried.

It was resolved to confirm funding for the summer playscheme 2015 as in previous years.

9416 Publications, Minutes, Etc [Displayed] – To Note available Town Council Office

***[NB: One Voice Wales responds on WG consultations on behalf of Town Councils via a network of volunteer responders: interested councillors require e-mail address – contact Clerk]**

[A] Police & Crime Comm. For Gwent

Consultation: Your Policing – Your View
<http://bit.ly/yourpolicing>

[B] One Voice Wales

- i) **Workshop for Communities Sectoral Adaptation Plan 13.7.15, 12-5pm in Cardiff University**
- ii) **Briefing Note on Shale Gas and Hydraulic Fracturing in Wales**
- iii) **Support your High Street Campaign 19-26th Sept 2015**
gov.wales/highstreet

[C] Mon CC

Press Release – Council to engage over additional learning needs provision

[D] Mon CC

CCTV Report, May 2015

[E] I.C.C.M.

The Journal, Summer Issue

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

9417 Planning [Displayed]

Cllr D Evans and R J Higginson declared an interest in this item and left the room.

In the absence of the Mayor, Cllr P Stevens, Deputy Mayor took the chair

A) Planning Applications Received

DC/2015/00671: Removal of condition no 6 of planning permission DC/2013/00868 – Land Adjacent to 1 Greenfield, Caldicot **TC Approved**

B) Mon CC Planning Information

i) Planning Permissions

DC/2015/00322: Modification or Removal of Condition – Removal of condition 6 from planning consent DC/2013/00921 Asda Woodstock Way Caldicot **TC Ref 29.4.15***

***Additional general disruption to residents, ie noise and lighting**

DC/2015/00493: Erection of a canopy (covering 47sq m) within the store's service yard, to provide cover over scissor lift – Asda, Woodstock Way, Caldicot **TC App 27.5.15**

Town Council noted the above Planning Information from Mon CC

ii) The Town Police Clauses Act 1847

(Sandy Lane, Chepstow Road & Church Road, Caldicot) – Temporary Traffic Order Saturday 27th June 2015 between 11am – 4pm

Town Council noted the above Temporary Traffic Order

The Mayor resumed the chair

9418 Finance

a) To Approve Updated Cheque List Schedule June 2015 [CIRC]

Town Council resolved to approve the updated cheque list schedule as circulated

b) To Approve Annual Return Year Ended 31.3.15 for Submission to External Audit

NB: Section 2 incomplete Re: Internal Audit Interim Report 11.2.15 [CIRC]

The Clerk advised that Section 2 of the Annual Governance Statement required completion of boxes 2, 3 and 8 in view of the interim audit report 11.2.15 [Circ]

The final internal audit report 22.6.15 (to follow) had been sent to Members prior to the meeting. A discussion ensued: It was noted that the Mayor verified bank reconciliations on a monthly basis. It was noted that “compassionate leave of” required deletion from Page 9.

R10 - “*We would recommend that the Council consider whether they have sufficient Fidelity Guarantee insurance cover given the recent increase in both the precept and the year end balances*”

It was resolved to increase the Fidelity Guarantee insurance in accordance with audit advice.

It was resolved that, in view of the Final Audit Report, Town Council acknowledged its responsibility for ensuring a sound system of internal control and entered “yes” in boxes 2, 3 and 8 of the Annual Governance Statement, Section 2 for submission to the External Auditor.

Cllr M Stevens appreciated the Clerk's efforts in putting everything in place for audit purposes and requested her comments be recorded.

c) To Approve Final Internal Audit Report 2014/15 – To Follow

This item was considered under 9418 (b) above.

d) To Consider Redemption of 21/2% Consolidated Stock on 5 July 2015 [CIRC]

Town Council noted Redemption of 21/2% Consolidated Stock on 5 July 2015

e) To Consider Re-investment Town Council Bond – Matures 22.7.15

Town Council resolved to re-invest £70,000 in Town Council Bond.

f) To Consider Request from Monmouthshire County Citizen's Advice Bureau [£8,500 Estimates 2015/16 LGA s142 – Report of Trustees and Financial Statements Yr Ended 3.3.14/Annual Report 13/14 [CIRC]

Town Council considered the above request from Monmouthshire County CAB.

It was resolved to invite Monmouthshire County CAB to address Town Council

9419 To Approve Minutes of Personnel Committee 10.6.15 [CIRC] – see also Committee

Cllrs A Easson, R J Higginson and P Stevens requested their apologies be added to the Minutes.

a) To Consider Recommendations – see Committee

It was resolved to consider this item in committee

9420 Cemetery

a) To Consider Request for Memorial Bench

Town Council resolved to approve a request to site a memorial bench in Caldicot Cemetery near to the Cremated Remains section and for the family to liaise with the Clerk regarding suitable location.

b) To Approve Mayor/Deputy Mayor sign new Licence Re: Land adjacent to Caldicot Cemetery

It was resolved to consider this item in committee

c) To Note Care-Fully Memorial Safety Works Report – see Committee

It was resolved to consider this item in committee

9421 Public Conveniences, Jubilee Way

a) Public Health (Wales) Bill – Provision of toilets available for use by the public [CIRC]

Town Council noted the above Public Health (Wales) Bill

b) To Note Building Surveyor Report/CAIR Report forwarded to Mon CC 9.6.15

Cllr D Evans advised works should be completed by 1.7.15 for Town Council inspection.

Proceedings were suspended to allow Town Council as Trustee to consider the following item:

9422 King George V Playing Fields [KGVPF] [CIRC]

a) To Consider Correspondence from The Rectorial Benefice of Caldicot [b/f TC 27.5.15]

Town Council noted the correspondence from The Rectorial Benefice of Caldicot with regard to the compound.

9422 b) To Consider Correspondence from Caldicot Foodbank [b/f TC 27.5.15]

Town Council considered a request from Caldicot Foodbank to site the portacabin from Jubilee Way car park in the grounds of the compound or at the rear of town council building.

Town Council resolved not to permit either location for siting of the portacabin.

c) To Consider Request for Use of KGVPF – FIT Response

Town Council considered a request from Go Kart Party to use KGVPF during school holidays to provide go karting fun for local children, together with correspondence from FIT.

Concerns were expressed regarding possible damage to the grass as the football pitches had recently been re-instated.

It was resolved not to permit the use of KGVPF for go karting during school holidays and to advise the company to contact Caldicot Castle.

d) To Consider Notes/To Approve/Sign Agreement with Caldicot AFC – amended User-Sub Committee 10.6.15

The Notes of User-Sub Committee 10.6.15 and Agreement with Caldicot AFC were approved.

**Cllrs A Easson, M Stevens and P Stevens declared a personal interest in this matter
Cllrs A Davies and F Rowberry declared an interest in this matter and left the room**

e) To Consider Caldicot AFC Fixtures from 21.7.15

Town Council accepted Caldicot AFC Fixtures from 21.7.15 to 17.8.15

**Cllrs A Easson, M Stevens and P Stevens declared a personal interest in this matter
Cllrs A Davies and F Rowberry declared an interest in this matter and left the room**

f) To Note Response from Caldicot School re: Compound

Town Council noted the response from Caldicot School with regard to the compound.

It was resolved to relay thanks to Caldicot School and request an update when available

Normal proceedings resumed

9423 Best Kept Garden Competition/Citizen's Awards

a) To Note Ward Members' Nominations to be returned to TC office by 10.7.15

Town Council noted date for return of nominations for Best Kept Garden Competition.

9423b) To Note DC available to accompany Mayor/Deputy Mayor re: Judging w/c 13.7.15

Town Council noted DC available to accompany Mayor & Deputy Mayor.

It was resolved to donate £40 to DC as in previous years

c) To Confirm prizes - Budget 2015/16 - £275 [to include buffet/engraving]

Overall Winner - £25

4 Ward Winners @ £15 = £60

Allotment Winner - £10

Mayor's special Recognition Award - £25

Town Council resolved to confirm the above prizes for the Best Kept Garden Competition

d) Nomination Forms available Town Council office re: Citizen's Awards

Town Council noted Nomination Forms available in Town Council office

e) To Set Date for Presentation of Awards

Town Council resolved to hold its presentation evening at 6pm on Tuesday 15th September 2015

9424 Newsletter

a) To Note Deadline for Severnside News 3.8.15

Town Council noted the above deadline for publication in Severnside News

b) To Consider items for inclusion in Newsletter

Cllr M Stevens advised Members that the working group had met and items for inclusion could be:

- Proclamation Ceremony
- Cemetery information
- Best Kept Garden/Citizens' awards
- Office hours
- Councillor information/training
- Street lighting changes
- Bus service changes

Reference was made to the working group formulating ideas for publication with any councillor input being made, if desired, to the group prior to formulation. It was suggested that the above topics be prioritised by the working group for inclusion in the Severnside News.

It was resolved to submit 2 pages of news to the Severnside News, as previous, at a cost of £110/page.

9425 Reports

a) Reports from Town Council Representatives on Outside Bodies

There were no reports

b) Governors reports

There were no reports

c) Other

Reference was made to Mon CC correspondence about Program Board. The Clerk was requested to advise Mr Colin Phillips, Mon CC of Members' concerns about the number of MCC committees overlapping in the Severnside Area

9426 RESOLVED – Exclusion of Press and Public – By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following item 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:

a) To Approve Minutes of Personnel Committee 10.6.15/To Consider Recommendations

[Min 9419 above][CIRC]

Ref: 4(a) – (c) were considered after (d) below

Ref: 4(b) – [B/F: Personnel Committee 2.4.15 (b) (c)] - HR advice from Ellis Whittam/MCC was considered.

It was resolved that due to exceptional circumstances payment of carried forward annual leave be made.

c) To Note Care-Fully Memorial Safety Works Report

Town Council considered the report of works to the land adjacent to Caldicot cemetery by Care-Fully Memorials. The Mayor advised that 2 holes had not been filled in for drainage monitoring, which required covering and fencing for health and safety purposes. Members were impressed with the work carried out by Care-Fully Memorials and the possibility that the land could accommodate 700 grave spaces.

It was resolved:

- i) to make enquiries with National Resources Wales about moving forward with the land for burial purposes**
- ii) to advise Mon CC about the use of the land as a cemetery extension**
- iii) to make payment of Care-Fully Memorials Invoice for works undertaken**

d) Public Conveniences, Jubilee Way

A Member raised concerns about taking over the toilets prior to Town Council having cleaning provision in place and the requirement for additional works to be undertaken. It was agreed that Mon CC could continue cleaning until Town Council makes it's own provision. It was also agreed to arrange a site meeting for inspection of the toilets at 10am on Monday 29th June.

It was resolved to await £6,750 from Mon CC until additional works had been completed by MCC and transfer of the toilets to Town Council.

The Clerk and Trainee left the room prior to consideration of the following item:

a) To Approve Minutes Personnel Committee 10.6.15/To Consider Recommendations Items 4(a) – (c) [CIRC]

To Note the confidential report attached to the minutes with regard to the Minutes of Personnel Committee 10.6.15

- 1 Approved – Letter and offer of appreciation to AS**

- 2 **Approved** – Increase Clerk’s salary from LC3 39-42 to LC3 43-47, commencing at point 43 from April 2015
- 3 **Approved** – Officer Restructure with Delegated power to Personnel Committee for Recruiting Deputy Clerk
- 4 **Approved** - Retain CT as Trainee/Apprentice

Mayor/Deputy Mayor