

## CALDICOT TOWN COUNCIL

### Minutes of Caldicot Town Council held at 6.30pm on Wednesday 24<sup>th</sup> September 2008 at Caldicot Day Luncheon Centre

**Present:** Cllrs: D Evans, Mayor  
P Watts, Deputy Mayor  
C Ashwin [left 9pm]  
D Ashwin [left 9pm]  
J Bond  
A Easson  
K Harris  
J Haskey  
R J Higginson  
V Lloyd [left 9pm]  
J Marshall  
M Stevens  
R Stewart

In attendance: G McIntyre, Clerk, A Sandiford, Members of Public and Press

#### 8102 Apologies

Apologies were received from Cllrs J Daniels, A Perrett, S Webb

#### 8103 Open Forum for Public Participation

The following issues were discussed in the Open Forum for Public Participation [Bullet points only]:

- Town Council decision to accept two items of business per Member for discussion
- Cancellation of Caldicot Festival/Donation returned to Town Council **Cllr J Marshall declared an interest in this matter**
- Member of public interrupting Planning Committee 9.9.08
- Flooding at Sandy Lane allotments
- Lighting at Sandy Lane School – County Cllr A Easson to pursue
- Monmouthshire Housing – Procedures for vetting clients **Cllrs R J Higginson and J Marshall declared an interest in this matter** – Mayor to investigate and report back to resident 29.10.08.

#### 8104 Declarations of Interest – to be identified under the relevant item

#### 8105 To Approve the Minutes of Full Town Council Meeting 30.7.08

[Circ]

The Minutes were approved as a true record.

##### a) Mayor to Sign the Minutes

The Mayor signed the Minutes

#### 8106 To Approve the Minutes of Special Meeting of Full Town Council 3.9.08

[Circ]

The Minutes were approved subject to:

- 'Present': delete 'Cllr V Lloyd' insert 'Cllr M Stevens'
- Item 7: "An amendment ..... delete "from" insert "in excess of".
- Item 7: delete 'It was stated that with regard to item 5 above, Cllr J Daniels had previously declared an interest in this matter' and insert 'Following the voting it was stated by Cllr Higginson, that with regard to item 5 above Cllr J Daniels had previously declared an interest in this matter [at which point Cllr J Daniels left the meeting]. Cllr Easson requested that this time be recorded and noted that the meeting had not yet been closed'

##### a) Mayor to Sign the Minutes

The Mayor signed the Minutes

**8107 To Approve the Minutes of Planning Committee 9.09.08**

[Circ]

The Minutes were approved as a true record subject to:

- Following Plan DC/2008/00868: insert *'the meeting was interrupted by an un-named member of the public.'*

**a) Mayor to Sign the Minutes**

The Mayor signed the Minutes

**8108 Correspondence [Circ unless marked\*]**

**(1) Wales Air Ambulance**

**Request for donation**

Town Council considered a request for donation from Wales Air Ambulance.

A discussion ensued regarding Town Council's new Policy for 'Grant Application for Voluntary Organisations'

**It was resolved:**

- i) to donate £100 to Wales Air Ambulance**
- ii) to send a grant application form for any future request for donation for consideration by Town Council**

**(1a) Hannah's Music**

**Request for donation**

Town Council considered a request for donation from Hannah's Music to cover security and police costs for the recent classic rock weekend held at Caldicot Castle.

**It was resolved not to donate to Hannah's Music.**

**(1b) Caldicot Community Website**

**Request for donation**

Town Council considered a request for £200 donation from Caldicot Community Website.

It was proposed and seconded to donate £200 to Caldicot Community Website. An Amendment was proposed to send Caldicot Community Website a grant application form. A vote ensued: [Amendment – 3: Proposal – 9]. The Amendment was carried.

**It was resolved to send Caldicot Community Website a grant application form for consideration by Town Council.**

**(1bi) Resident**

**Re: Website**

Town Council considered correspondence from a resident advising that Town Council Minutes were not currently being updated on Caldicot Website.

A discussion ensued and it was stated that Full Town Council Agendas/Minutes were distributed to the library, One Stop Shop and Police and the Agendas placed in Town Council noticeboard 3 days prior to meetings.

**It was resolved to agenda Town Council consideration of setting up its own website to Town Council meeting 29.10.08**

**8108 (1c) Bethany Baptist Fellowship**

**Request for financial contribution re:  
“Hope for Caldicot” project**

Town Council considered previously requested costs for works undertaken in relation to ‘Hope for Caldicot’ project 25<sup>th</sup> - 29<sup>th</sup> August 08.

**It was resolved:**

- i) to send a letter of appreciation to Rev J Hall**
- ii) to reimburse Hope for Caldicot to a maximum of £700, subject to receipts being provided**

**(1d) Bethany Baptist Fellowship**

**Invitations to Events**

Town Council noted the invitations to forthcoming events from Bethany Baptist Fellowship.

**(1e) Severn Tunnel Band**

**Request for donation**

Town Council considered a request for donation from Severn Tunnel Band.

Members appreciated the Welsh Brass Band Championships were being held in September and requested receipts be submitted with the grant application form.

**It was resolved to send Severn Tunnel Band a grant application form, to be accompanied by receipts, for consideration by Town Council at Planning Committee 14.10.08.**

**(2) Caldicot Chamber of Commerce**

**Appreciation for £2000 donation**

Town Council noted the appreciation for £2000 donation for August Festival from Caldicot & District Chamber of Commerce.

**(2a) Caldicot Community Carnival**

**Accounts for 2008 Carnival**

Town Council accepted Profit and Loss Account from Caldicot Community Carnival for 2008 Carnival, cancelled due to adverse weather conditions.

**It was resolved to request Town Council donation, less cancellation fees supported by copy receipts for disbursements, be returned from Caldicot Community Carnival.**

**Cllr D Evans declared an interest in this matter**

**(3) Mon CC**

**Longfellow Road, Caldicot**

Town Council considered correspondence from Mon CC advising that an initial assessment had been undertaken and that it had no proposals to introduce traffic calming in Longfellow Road.

A discussion ensued and the following items were discussed:

- Road Safety Strategy 2005
- Responsibility for accidents following removal of traffic calming schemes
- Traffic calming scheme in Mill Lane

**It was resolved to write to Mon CC to advise of Town Council’s dissatisfaction that items placed on the Road Safety Strategy in 2005 had not been implemented in Caldicot**

**8108 (4) Mon CC**

**Fishing in CCCP**

Town Council noted correspondence from Mon CC in relation to fishing in Caldicot Castle Countryside Park.

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

**(5) Mon CC**

**South East Wales Transport Alliance Draft Regional Transport Plan for Consultation Response by 30.9.08**

Town Council considered correspondence and briefing notes for the South East Wales Transport Alliance Draft Regional Transport Plan.

**It was resolved to request that the footpath [‘Ash Path’] from Caldicot Halt to Severn Tunnel Junction be included in the plan.**

**(6) Mon CC**

**Governing Body of Castle Park Primary School**

**Town Council resolved to nominate Cllr Pauline Watts to the permanent governing body for the new Castle Park Primary School.**

**(7) Mon CC**

**Caldicot Bus Shelters**

Town Council considered correspondence from Mon CC advising of objections following recent consultation to place bus shelters in Green Lane/Longcroft Road and Station Road/Longfellow Road.

A discussion ensued and the following items were discussed:

- Issues re: type of bus shelter
- Objection comments
- Town Council committed to the installation of additional bus shelters
- Anti-social behaviour issues separate to installation of bus shelters
- More consultation with public using the buses
- Length of time following request for installation of shelters before implementation of the consultation period

**It was resolved to defer this item to Estimates Committee in order to consider further bus shelters in Caldicot, pending a request to Mon CC for copies of objections received during the consultation period**

**(8) Caldicot Chamber of Commerce**

**Flagpole Re-submission**

Town Council considered re-submission of a request for additional flagpoles and flags at Caldicot Day Luncheon Centre from Caldicot & District Chamber of Commerce.

Reference was made to payment of the flagpoles and it was stated that there would be no cost to Town Council.

**It was resolved to accept the request for additional flagpoles and flags at Caldicot Day Luncheon Centre from Caldicot & District Chamber of Commerce at no cost to Town Council.**

**8108 (9) Mon CC**

**Re: Tidy Towns Response 25.9.08**

Town Council considered correspondence from Mon CC advising of a new grant scheme to support action by local authorities to improve the quality of their local environment through community action in towns and villages and seeking nominations for areas requiring community and major clean ups.

**It was resolved:**

- i) to nominate Cllrs A Easson and P Watts as representatives to Tidy Towns**
- ii) to refer Bethany Baptist Fellowship 'Hope for Caldicot' project to Tidy Towns**

**(10) Mon CC**

**Community Economic Development Scheme**

**Town Council resolved to refer the Community Economic Development Scheme to Rev J Hall.**

**(11) Plot Holder – Sandy Lane Allotments**

**Re: Flooding**

**(11a) Plot Holder – Sandy Lane Allotments**

**Re: Flooding**

Town Council considered correspondence from plot holders regarding recent flooding to plots 3 and 4 at Sandy Lane allotments.

It was clarified that as a result of Data Protection Act personal details were no longer published on items of correspondence.

**It was resolved to refer this matter to Health & Safety Committee and to advise the plot holders when a site meeting will take place.**

**\* (11b) Plot Holder – Oakley Way Allotments**

**Request to site small shed on plot 12 O/W**

**Town Council resolved to accept a request for shed at Plot 12 Oakley Way allotments.**

**(12) Mon CC**

**Summer Holidays Activities**

**Town Council resolved to nominate Cllrs D Evans, P Watts and J Bond as representatives to meet with Mon CC to discuss proposals for summer activities 2009.**

**(13) Mon CC**

**Re: Plan DC/2008/00868**

Town Council noted correspondence from Mon CC advising that a householder application would not normally be presented to Planning Committee.

The Clerk clarified the procedure for sending Town Council's comments/decisions to Mon CC following Planning Committee.

**It was resolved to forward a copy of Town Council's objection to Plan DC/2008/00868 to David Swanson, Development Control Manager, Mon CC**

**(14) Insp J Smith, Caldicot Police**

**Transfer to Police HQ**

Town Council considered correspondence from Insp J Smith advising of his impending transfer to Police Headquarters.

**It was resolved to write a letter of commendation to Insp J Smith with a copy to the Chief Constable of Heddlu Gwent Police.**

**8108 (15) One Voice Wales**

**AGM 11.10.08 – Motions for Debate**

Town Council noted the motions for debate for the forthcoming One Voice Wales AGM and conference, to be attended by the Mayor and Deputy Mayor.

**(16) Cllr V E Smith, Mon CC**

**Re: Civic, Bring, Recycling and Waste Transfer Locations throughout**

**Monmouthshire**

Town Council considered a request for Town Council's views on recycling and residual waste facilities in the community from Cllr V E Smith.

A discussion ensued and it was considered that Mon CC increased charges from £3 to £15 for collection of large items and limited facilities at the waste recycling centre in Caerwent was encouraging fly tipping in the area.

**It was resolved to relay Town Council's concerns regarding the above to Cllr V Smith**

**(17) Mon CC**

**Recycling Pilot**

Town Council considered correspondence from Mon CC advising of a new improved service for recycling being piloted in areas of Caldicot and requesting an address to Members to explain the service and answer any questions in this matter.

**It was resolved to accept the request for Mon CC to address Town Council at Planning Committee 14.10.08**

**(18) Mon CC**

**Address re: Second Supermarket**

**Town Council resolved to request Debra Hill-Howells, Estates Manager, Mon CC, or a colleague, address Members to update them in relation to the proposed second supermarket in Caldicot on a Wednesday evening convenient to Mon CC.**

**Cllrs A Easson and J Marshall declared an interest in this matter**

**8109 Publications, Minutes, Etc [Displayed]**

[A] NALC	Direct Info Service issues 689 - 691 (inc)
[B] Plus Publishing Services	Local Council's Update Issue No 106
[C] NALC	Local Council Review, September 08
[D] Clerks & Councils Direct	September 08, Issue 59
[E] Mon CC	Cabinet Agenda 3.9.08
[F] Môr Hafren Area Cttee	Agenda/Minutes 19.8.08
[G] Severnside Area Forum	Agenda/Minutes 17.6.08, 16.9.08,
[H] Caldicot Medical Group	Agenda 9.9.08
[I] Gwent Community Health Council	Notice of Meeting 19.8.08, 30.9.08 – Greenmeadow Golf Club, 5pm
[J] Mon Local Health Board	AGM 18.9.08
[K] Gwent Levels Flood Defence Alliance	Agenda/Minutes 12.8.08
[L] Allotment and Leisure Gardener	Issue 3, 2008
[M] Mon CC	Re: Local Development Plan [LDP]
[N] Severn Tunnel Action Group [STAG]	First Great Western Day Out Leaflets/ Response to Network Rail Consultation
[O] One Voice Wales	Agenda/Mins AGM Mon Area Cttee 16.10.08/ LLC Forum Agenda/Mins 25.9.08
[P] Elim Pentecostal Church	Annual Report 2008

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

## **8110 Planning [Displayed]**

### **A) Planning Applications Received**

**DC/2008/00814:** Retention and completion of double garage plus storage shed/container – 12 The Pill, Portskewett **TC Approved**

**DC/2008/01050:** Outline Planning Permission – Building plot (one dwelling) – 122 Newport Road, Caldicot **No Observations**

**DC/2008/01069:** Replacement boundary wall and fence – 7 Priory Close, Caldicot

**It was resolved to defer this item to Planning Committee 14.10.08 pending further information in relation to this plan**

### **B) Mon CC Planning Information**

#### **i) Approval of Planning Permission**

**DC/2008/00781** Outline planning permission – building plot 63 Longcroft Road, Caldicot

**TC App 30.7.08**

#### **ii) New Enforcement Cases – 1.8.08 – 31.8.08**

#### **iii) Planning Committee Agenda – 9.9.08, 23.9.08**

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

**Cllrs D Evans, R J Higginson and J Marshall declared an interest in planning matters**

## **8111 Finance [Circ]**

### **a) To Approve Updated Cheque List Schedule – Aug/Sept 08**

**It was resolved to approve the updated Cheque List Schedule as circulated**

### **b) To Approve Updated Donations and Contributions Schedule – Aug/Sept 08**

**It was resolved to approve the updated Donations and Contributions Schedule as circulated**

### **c) To approve payment for CCTV July - Sept 08 - £2,946.75/Oct – Dec 08 - £2,946.75**

**It was resolved to approve payments for CCTV July 08 – December 08 at a cost of £5,893.50**

### **d) To Note increase in dog bin emptying charges from £2.50/bin to £2.62/bin**

**It was resolved to approve the increase in dog bin emptying charges to £2.62/bin.**

## **8112 Items of Business Submitted by Members [Circ]**

### **(1) Cllr J Daniels - Re: Citizens Award for Sgt J Leyton**

In the absence of Cllr Daniels this item was withdrawn from the agenda.

### **(2) Cllr J Daniels - Re: Recovery of Allocated Funding**

In the absence of Cllr Daniels this item was withdrawn from the agenda.

### **(3) Cllr J Marshall - Re: Public Toilets, Jubilee Way**

Cllr J Marshall updated Members on his response from Mon CC following a complaint received by Cllr Marshall about the state of the public toilets in Caldicot.

**8112 (3a) Mon CC - Response re (3)**

Town Council noted correspondence from Mon CC in relation to the public toilets in Caldicot.

**(4) Cllr J Haskey - i) Re: Lighting – Sandy Lane**

See Min 8103 above

**Cllr D Evans declared an interest in the following matter and requested Town Council's approval to remain in the room during discussion of this item. Cllr Evans took no part in the discussion**

*Cllr P Watts took the chair during consideration of the following item:*

**- ii) Re: Monmouthshire Housing Association**

Cllr J Haskey referred to complaints received from residents over issues in her ward following the transfer of housing stock to Monmouthshire Housing Association and requested Town Council's support in this matter.

Members gave individual examples of complaints received following the transfer of housing stock.

**It was resolved:**

- i) to write to Monmouthshire Housing Association for clarification of responsibilities**
- ii) that County Councillors pursue this matter at County Hall**

**Cllr R J Higginson declared an interest in this matter and left the room.**

*Normal proceedings resumed*

**(5) Cllr M Stevens - Re: Emergency Flooding Provisions**

Cllr M Stevens referred to recent flooding in the Town and requested Town Council consider holding an emergency stock of sand bags at the compound.

A discussion ensued and the following items were discussed:

- Cause of the flooding
- Non adopted drains
- Supply of sand bags at Oakley Way
- Mon CC deliver sand bags during working hours
- Sand bags preferred option as opposed to separate sand and bags
- Record distribution of sandbags

**It was resolved to request a supply of 100 sand bags be stored at Town Council compound for emergency use**

**(6) Cllr J Marshall - Re: Music Event at Caldicot Labour Club**

Cllr J Marshall referred to complaints of noise received from a local resident following a recent event held at Caldicot Labour Club.

**It was resolved to write to Caldicot Labour Club to request that noise levels be kept reasonable giving careful consideration to the local community as a whole.**

*Standing Orders were called at 9.00 pm*



**8112 (7) Cllr R Stewart - Re: Planning Committee 9.9.08**  
**- Re: Donations over £2,000**  
**- Re: Items of Business**

Town Council considered correspondence from Cllr R Stewart in relation to the above items.

A discussion ensued regarding 'Items of Business' and the following items were discussed:

- Town Council's resolution to accept a maximum of 2 items of business per Member
- issues brought to meeting which should be dealt with directly via Town Council office
- length of time to discuss Members' issues
- urgent items of business
- Mayor's discretion re: items to be discussed
- format of agenda

**It was resolved that Personnel Committee consider the format of Full Town Council agendas**

**(8) Cllr P Watts - Re: Request for dog bin – Elan Way**

**Town Council resolved to install a dog bin near to 151 Elan Way**

**8113 Day Luncheon Centre Voluntary Committee [DLCVC]**

**a) To Consider Draft Minutes AGM 7.8.08 [Circ]**

**Town Council considered the Draft Minutes of DLCVC including the internal audit report 2007/08.**

**It was resolved:**

- a) that DLCVC be brought under the auspices of Town Council and that funds be transferred in accordance with the internal auditor's advice.**
- b) that the name of the building, hire charges, hire agreement and fairness of hire to all community groups be referred to Personnel Committee for recommendation to Town Council**

**8114 To Arrange Health & Safety Committee**

- a) Re: Recommendation 5.3 Internal Audit Report 07/08**
- b) Cemetery Headstone Testing**
- c) ROSPA Report [Circ]**

**It was resolved to arrange a meeting of Health & Safety Committee to consider the above items**

*Proceedings were suspended to allow Trustees to consider the following item:*

**8115 King George V Playing Fields**

**a) AFC Gates – Complaint from Resident/Correspondence AFC [Circ]**

Town Council considered a complaint from a resident regarding locked gates at Caldicot AFC during matches and accepted Caldicot AFC's response in this matter.

**It was resolved that Town Council meet with Caldicot AFC if issues continue.**

**b) To Consider Wording of Signs/Location at KGVPF**

**It was resolved to defer this item to Personnel Committee**

### **8115 c) To Consider Installation/Location of Dog Bin**

**It was resolved to defer this item to Personnel Committee**

*Normal proceedings resumed*

### **8116 Reports**

#### **a) Town Council Representatives on Outside Bodies**

There were no reports.

#### **b) Governors**

Cllr M Stevens relayed Durand School's delight at the new nursery, stating the official opening would be on 4.12.08

#### **c) Report of Best Kept Garden Competition/Citizens Awards 9.9.08 [Circ]**

Town council accepted the above report

#### **d) Report of Twinning Visit to Morières 11<sup>th</sup> – 14<sup>th</sup> September 08 – Cllrs DE/RJH/PW**

Cllrs D Evans, R J Higginson and P Watts reported on the recent twinning visit to Morières and advised Town Council that Morières wished to reciprocate with 30 persons in April 2009. It was stated that Caldicot Twinning Committee was non-functional.

#### **e) Other**

There were no other reports

### **8117 Committee –the public and press were excluded 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) To consider tenders for Grounds Maintenance Works**

Town Council was advised that 3 out of 5 responses had been received for grounds maintenance works.

**It was resolved to refer this item to Personnel Committee**

#### **b) MCC request for skip at compound**

**It was resolved to temporarily permit MCC skip at compound**

#### **c) Flower Planters Town Council Sign**

**It was resolved to accept quotation for £425 + VAT for supply and installation of a self-watering planter at the Welcome to Caldicot sign at Rogiet end of Caldicot**

#### **d) Xmas Lights**

##### **i) To Consider Costs for Hire of Xmas Lights [Circ]**

**It was resolved to accept quotation from City Illuminations for hire of Xmas lights at a cost of £4,768 + VAT**

**ii) To Consider Costs/Installation of Xmas Trees**

**It was resolved to request a quotation for supply and installation of 3 Xmas trees for the town [The Cross/West End/Oakley Way]**

The meeting closed at 9.15pm

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Mayor/Deputy Mayor