

CALDICOT TOWN COUNCIL

Minutes of Caldicot Town Council held at 6.30pm on Wednesday, 24th September 2014 at Caldicot Town Council

Present: Cllrs: A Davies, Mayor
D Ashwin [left 8.10pm]
A Easson [left 8.05pm]
D Evans
F J Harvey
J Haskey
G Owen
F Rowberry
P Watts
S Webb

[In attendance: A Sandiford, Members of Public]

9255 Apologies

Apologies were received from Cllrs W Conniff, R J Higginson, A Lloyd, M Stevens, P Stevens

9256 Declarations of Interest – To be identified under the relevant item/Forms to be completed

**Cllrs D Evans and P Watts declared an interest in planning
Cllr D Evans declared an interest in Min 9262(15), 9266(b)**

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

9257 Suspended Proceedings

i) Messrs R Hoggins/P Keeble, Mon CC - Re: Vehicles in Pedestrianised Area

See Appendix A

ii) Caldicot Police

See Appendix B

9258 Open Forum for Public Participation [max 15 mins at Mayor's Discretion]

The following items were raised during the Public Open Forum:

- An explanation of the "Open Forum" was requested
- A picture of a metal 10' x 8' shed was circulated to Members re: Min 9262(15) below
- Reference to "Mayor" re: Public Meeting held 12.9.14
- Fireworks Events application for funding

9259 To Approve the Minutes of Full Town Council Meeting 30th July 2014 [Circ]

a) Mayor to Sign the Minutes

The Minutes were approved as a true record and duly signed by the Mayor

9260 To Approve the Minutes of Planning & Resources Committee 12th August 2014 [Circ]

a) Mayor to Sign the Minutes

The Minutes were approved as a true record and duly signed by the Mayor

9261 To Approve the Minutes of Planning & Resources Committee 9th September 2014 [Circ]

a) Mayor to Sign the Minutes

The Minutes were approved as a true record and duly signed by the Mayor

9262 Correspondence [Circulated unless marked*]

***(1) Monmouthshire County CAB Appreciation for £8,500 Donation**

Town Council noted the appreciation for £8,500 donation from Monmouthshire County CAB.

9262 (2) One Voice Wales

To Note Motions for One Voice Wales 2014 Conference and AGM 4.10.13

Town Council noted the Motions being put forward at One Voice Wales Conference 2014.

(3) TC Building User

Re: Windows in Town Council Meeting Room

Town Council considered correspondence from a member of Caldicot U3A in relation to the windows in the meeting room being restricted due to the blinds.

A discussion ensued and it was considered that the design of the windows was the issue.

It was resolved:

- i) to contact the blinds supplier for advice in this matter.**
- ii) to obtain quotes for free-standing fans for the meeting room.**

(4) Mon CC

To Note Change to Manual Sweeping in Caldicot

Town Council noted correspondence from Mon CC advising of changes to the manual sweeping schedule in Caldicot.

(5) Mon CC

To Note Response re: Bus Timetables

Town Council noted the response from Mon CC in relation to timetable information and Town Council's request to reinstate the bus service along Chepstow Road.

A discussion ensued and Members expressed concerns in relation to the replacement bus service not including a direct route to Spytty Retail Park in its schedule.

It was resolved to write to Mon CC to request a bus service to Spytty Retail Park is reinstated.

(6) Caldicot Castle

To Note Response Re: Fly a Flag for the Commonwealth

Town Council noted support from Caldicot Castle to fly the Commonwealth Flag at the castle on 9.3.15.

(7) Monmouthshire Housing Assoc [MHA] To Note Response Re: Request for Dog Bin Herbert Rd

Town Council noted the response from MHA re: its request to site a dog bin in Herbert Road. It was stated that dog bins could not be sited in concrete.

It was resolved that the Ward Members liaise to identify a suitable location for a dog bin in the vicinity of Herbert Road.

(8) Mon CC

To Note Response Re: No Cycling Signs in Town Centre

Town Council noted the above response from Mon CC – see Appendix A

(9) Mon CC

Request for Feedback Re: Severnside Give Dog Fouling the Red Card Campaign

Town council noted correspondence requesting feedback on the Severnside Give Dog Fouling the Red Card Campaign however, Members considered the campaign to be successful and stated they had noticed an improvement in the amount of dog mess in the town.

9262 (10) Mon CC

Request to Address TC 29.10.14 Re: Summer Activities

Town Council resolved to accept the request from Mon CC to address Members on Summer Activities 2014.

(11) Monmouthshire Youth Service

Re: TC Compound/Request to Address TC 29.10.14 Re: The Zone

Town Council resolved to accept the request from Monmouthshire Youth Service to address Members on The Zone

(12) Resident

Re: Caldicot Castle

Town Council considered correspondence from a member of the public requesting any progress regarding the decision Mon CC made to put Caldicot Castle in to the hands of an appointed body.

It was resolved to request Kellie Beirne and Ian Saunders address Town Council in this matter at TC 29.10.14.

(13) Mon CC

Re: Accident in Town Centre 20.8.14

Town Council considered correspondence from the CCTV Coordinator, Mon CC outlining CCTV footage of a recent accident in the pedestrianised area of the town.

A Member of Mon CC CCTV Working Group stated the CCTV Coordinator was happy to show the footage to Town Council if necessary.

It was resolved to request the CCTV Coordinator present the CCTV footage to Town Council at Planning & Resources Committee at 6pm on 14.10.14

(14) One Voice Wales

Re: Commercial Development Survey

Town Council considered a request to complete the above survey from One Voice Wales.

It was stated that Town Council was not getting the service from One Voice Wales that it used to get.

It was resolved to re-address One Voice Wales membership in Estimates Committee prior to renewal.

(15) Caldicot Events Committee

Request to Site Metal Storage Shed in TC Grounds

Town Council considered a request from Caldicot Events Committee to site a 12' x 8' metal shed in the corner of the Town Council office grounds for the purposes of storing items for use at community events.

A discussion ensued and clarification of liability in relation to an outside organisation siting a shed on Town Council's land was requested to be obtained from Town Council's Insurance Company.

It was stated that the Events Committee would be responsible for the shed and its contents and it would require signing a disclaimer in this regard.

It was resolved to agree in principle to the Events Committee siting a 12' x 8' metal shed in the corner of the Town Council office grounds for the purposes of storing items for use at community events, subject to clarification from Town Council's Insurance Company.

Cllr D Evans declared an interest in this matter.

9263 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] Mon CC	Sevenside Area Cttee Agenda/Mins 24.9.14
[B] One Voice Wales	i) White Paper – Re-organisation of Local Response by 1.10.14
	ii) A Draft Scope, Draft Vision and Related Objectives & Draft Scope for the Sustainability Appraisal Response by 10.11.14
	iii) Welsh Language Commissioner’s Draft Enforcement Policy Response by 10.11.14
	iv) The Law of Consultation Guidance
	v) OVW Courses – 2014 Training Programme
	vi) St Davids Awards 2015
[C] Mon CC	CCTV Monitoring Report July14/Update
[D] Severn Estuary Partnership	August 2014 E-news
[E] STAG	Update
[F] Caldicot Foodbank	Notice of AGM 15.9.14
[G] Homestart	Annual Report 2013/14
[H] European Union	Inforegio Panorama – Summer 2014
[I] Allotment & Leisure Gardener	Issue 3 2014
[J] Play Wales	Play for Wales Issue 43 Summer 2014
[K] I.C.C.M.	The Journal, Autumn 2014

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

9264 Planning [Displayed]

A) Planning Applications Received

DC/2013/00649: Erection Of a workshop building and materials storage structure, including a change of use for the site, to allow for the storage and maintenance of vehicles and the processing and storage of construction materials – Old Pill House, Pill Way, Portskewett, Caldicot **TC Approved**

DC/2013/00796: Erection of 16 no. dwellings with associated parking, access, landscaping and engineering works – land at White Hart Inn, Sandy Lane, Caldicot **TC Approved**

DC/2014/00706: Front and rear projecting gable extensions to form a second floor – 25 Wentwood View, Caldicot **TC Approved**

DC/2014/00901: Retention of close boarded fence greater than 1m in height – 23 Chepstow Road, Caldicot

It was resolved to request further information from Mon CC in relation to permitted height requirements for boundary fences

DC/2014/00993: Extension of existing roof terrace area by bringing forward existing archways (utility room and shower room at rear of property do not require planning permission) – 82 Castle Lea, Caldicot **TC Approved**

DC/2014/01009: Demolition of existing rear elevation, single glazed conservatory and side elevation single storey extension and erection of 2 storey side extension with first floor balcony – 23 Deepweir, Caldicot

TC Approved

DC/2014/01050: Rear dormer to loft conversion – 6 Churchfield Avenue, Caldicot **TC Approved**

9264 B) Mon CC Planning Information

i) Planning Permissions

DC/2014/00502: Outline for one house – 30 Longcroft Road, Caldicot **TC App 12.5.14**

DC/201400661: Change of Use from class A1 to A3 – 7 Wesley Buildings **TC App 8.7.14**

DC/2014/00766: New bungalow – Church Farm, Church Road, Caldicot **TC App 8.7.14**

DC/2014/00935: Install two new windows on front elevation. Erect security fencing around boundary – 48A Severnbridge Industrial Estate, Symondscliffe Way, Caldicot **TC App 12.8.14**

Town noted the above planning information from Mon CC

C) Mon CC: Re: Clarification of Scheme of Delegation [Circ]

Town noted the Clarification of Scheme of Delegation from Mon CC

9265 Finance

a) To Note No Cheque List/Financial Comparisons Available

Town Council noted no cheque list/financial comparison available in the absence of the Clerk

b) To Note increase in charges for Internal Audit from 1.8.14 - £410 + VAT per day

Town Council approved the increase in charges for Internal Audit from 1.8.14

c) To Note £30 Refund of External Audit Fees from Wales Audit Office Reserves.

Town Council noted £30 refund from Wales Audit Office reserves.

9266 To Consider Grant Applications – See Committee for Accounts

Town Council resolved to consider the following grant application in Committee

- a) Caldicot Youth Group**
- b) Caldicot Events Committee**
- c) Mon CC**
- d) St Mary's Church**
- e) St Mary's Church Hall**
- f) Blue Phoenix Jazz Band**
- g) Shelter Cymru**

9267 Members Items of Business [Circ]

a) Cllr R Stewart – Re: Mon CC Turning Down Street Lighting

Town Council considered a letter from Cllr R Stewart regarding Mon CC shutting down street lights at night and stating that certain lights were unnecessarily being left on during the day. It was stated that Mon CC had an environmental duty of care to reduce CO2.

It was resolved to relay Town Council's concerns to Mon CC in this matter

b) Cllrs D Ashwin/R Stewart – Re: Planning Powers

Cllr Ashwin outlined his item of business to relinquish its Planning unless granted full planning powers.

A discussion ensued and it was stated that Town Council had the right to send Ward Councillors to make representation at Planning Committee if it objects to a planning application.

It was resolved to make representation at Planning Committee on all planning applications refused by Town Council.

9267 c) Cllr F Rowberry – Re: Planning Meetings

Cllr Rowberry outlined his item of business to move planning meetings to 6pm prior to Full Town Council meetings.

It was resolved to defer this item to Town Council’s Annual Meeting 2015.

d) Cllr J Haskey – Request for Dog Bin - Firs Road/Park Road

Cllr Haskey outlined her item of business to site a dog bin on the corner of Firs Road/Park Road.

A Member requested if an additional bin could also be purchased for installation in the West End Ward

It was resolved to purchase two additional dog waste bins for installation on the corner of Firs Road/Park Road and in the West End Ward, subject to the relevant permissions

e) Cllrs D Ashwin/J Haskey – Re: Caldicot Police Station

Cllr D Ashwin outlined his item of business to re-open Caldicot Police Station if only on Tuesdays between 9am – 4pm.

A discussion ensued and Members referred to the Police Commissioner’s address to Town Council when he supported the re-opening of Police Stations. It was stated that Caldicot is the only town in Gwent that does not have access to a Police Station for members of the public.

Concerns were raised at the current lack of Police Officers in the town and it was stated that the new ASDA superstore, shortly about to open in the town, would further exacerbate policing in the town due to the expected increase of visitors.

It was resolved to request the Police Commissioner re-addresses Members in relation to policing in Caldicot at its Planning & Resources Committee 11.11.14.

f) Cllr A Easson – Request to Replace Flags at Town Council Building

Cllr Easson outlined his item of business to replace the flags at Town Council Building.

It was resolved to purchase replacement flags for Town Council Building

g) Cllr A Easson – Request to Apply for Green Flag Accreditation for KGVPF/Install Flagpole/Flag

Cllr Easson outlined his item of business to apply for Green Flag accreditation and install two flagpoles/flags at King George V Playing Fields.

It was resolved to apply for Green Flag accreditation and install flagpoles/flags at KGVPF.

9268 To Nominate Town Council Representative on Committees following Cllrs A Davies/ D Ashwin Resignation:

- **Health & Safety/Allotments Committee [2]**

It was resolved to nominate Cllr G Owen and Alan Lloyd to Health & Safety/Allotments Committee

- **Monmouthshire County CAB**

Cllr A Davies withdrew his resignation from the Monmouthshire County CAB

- **Severnside Area Committee [Deputy]**

It was resolved to nominate Cllr F Rowberry as deputy on Severnside Area Committee

- **Caldicot Castle & Country Park Partnership Forum**

It was resolved to request if the above committee was still in existence.

9269 To Consider Caldicot Radio Proposal 13.08.14 [Circ]

Town Council resolved to defer the Caldicot Radio Proposal for consideration at Estimates Committee

9270 King George V Playing Fields [KGVPF]

a) To Consider Correspondence from 61 Newport Road re: Drains [Circ]

Town Council considered correspondence from 61 Newport Road requesting assurance that any damage caused during works to connect with its drain will be repaired at full cost by Caldicot Town Council

It was resolved to give the necessary assurance to 61 Newport Road.

b) To Note Tenders Received – See Committee

The Mayor advised two tenders had been received at 6pm in Town Council office – see Committee

c) To Note no response to date re: replacement bollards/installation of steel bollards

Town Council noted no response in relation to the installation of steel bollards in place of the missing rotten wooden bollards at KGVPF. It was stated that the cost for steel bollards was excessive.

It was resolved to obtain quotations for “pressure treated” replacement wooden bollards to match the existing bollards at KGVPF

d) To Consider Correspondence from Cllr R J Higginson re: Bollards [Circ]

In the absence of Cllr R J Higginson, this item was withdrawn from the agenda.

9271 Reports

a) To Note Report Best Kept Garden Presentation Evening 17.9.14 [Circ]

Town Council noted the report.

9271 b) To Note any Reports from Town Council Representatives on Outside Bodies

Cllr G Owen reported on CAIR and the consideration of disabled facilities for the new Caldicot School. Cllr Owen advised that Mon CC was in talks with ASDA re: dropped kerbs along Woodstock Way.

It was resolved to write to Mon CC to support the installation of dropped kerbs along Woodstock Way.

c) Governors

Cllr S Webb updated Members in relation to Dewstow Primary School which was progressing with actions for its next inspection. Cllr Webb also reported on traffic and parking issues surrounding the school.

d) Other

Cllr D Evans advised Members that the issue at the Bowls Club allotment site had reached a satisfactory conclusion.

9272 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:

i) To Consider Tenders re: Compound Project

The Mayor advised two tenders had been received in Town Council office at 6pm prior to the meeting in the presence of himself, Cllr D Evans and Cllr G Owen.

A discussion ensued and it was stated that a further late tender had been hand delivered to a Member's house but this was not opened.

The tender amounts were not disclosed at the meeting, however the Mayor stated the tenders were higher than expected and the Members present in Town Council office had recommended that the project is put back out to tender.

A Member queried the legality of going back out to tender and requested clarification in this regards.

It was resolved that subject to alternative advice in this matter the compound project is put back out to tender for another two weeks.

9266 Town Council considered the following grant applications:

a) Caldicot Youth Group

It was resolved to donate £2,000 to Caldicot Youth Group towards operating costs of the Zone as set aside in Estimates Cttee

b) Caldicot Events Committee

It was resolved to donate £2,000 to Caldicot Events Committee towards switch on of Christmas Lights in Caldicot

Cllr D Evans declared an interest in this matter

9266 c) Mon CC

It was resolved to defer an application for £2,000 for Fireworks Event 2015 to Planning & Resources Cttee 14.10.14 pending an amendment to the applicant.

d) St Mary's Church

It was resolved to donate £150 to St Mary's Church towards repairs to its cooker.

e) St Mary's Church Hall

It was resolved to donate £2,000 to St Mary's Church Hall towards community lunches as set aside in Estimates Cttee

f) Blue Phoenix Jazz Band

It was resolved to donate £150 to Blue Phoenix Jazz Band towards the cost of hiring of halls so the band can compete competitively next year.

g) Shelter Cymru

It was resolved not to donate and to notify Shelter Cymru of the Internal Auditor's recommendations in relation to grants

9272 ii) Accounts re: Min 9266 above [Circ]

- a) Caldicot Youth Group
- b) Caldicot Events Committee
- c) Mon CC
- e) St Mary's Church Hall
- f) Blue Phoenix Jazz Band

Town Council noted the above Accounts

The meeting closed at 8.45pm

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Mayor/Deputy Mayor

APPENDIX A

9257 Suspended Proceedings

i) Messrs R Hoggins/P Keeble, Mon CC - Re: Vehicles in Pedestrianised Area

Mr Hoggins referred to the recent Public Meeting held in this matter.

Mr Keeble stated Mon CC was looking into introducing a permit scheme for those businesses with no rear access for a trial period of 6 months. A letter, approved by Town Council, to be sent to businesses near to the Chepstow Road end of the town centre, and if successful will look to continue with the scheme.

Possible time restrictions for deliveries to businesses with no rear access.

Landlord's co-operation required to manage better parking and access to the rear of business premises where available.

Mon CC and Police permitted to authorise dispensations to vehicles.

Additional 'No Cycling' signs to be erected in the town centre. It was suggested that 'Permit Holders Only' signs also be erected.

Reference was made to the by-law in the town centre.

Police stop and advise youths when using scooters in the town centre.

Skatepark in need of maintenance/upgrading

Bicycle parking area required at each entrance to the town centre – currently Waitrose railings used.

Persistent offenders were referred to, ie deliveries to chemist/post office/banks

Police/Councillors/businesses to monitor vehicles on the town centre.