

CALDICOT TOWN COUNCIL

Sandy Lane
Caldicot

Minutes of meeting of Full Town Council held at 6.30pm on Wednesday 24th November 2004 at Caldicot Day Luncheon Centre.

PRESENT:

Cllrs R Stewart, Mayor	E Davies
P Tidmarsh, Deputy Mayor	W Edwards [left 7.40pm]
D Ashwin	J Haskey [8.30pm]
C Babb [left 8.50pm]	R J Higginson
J Daniels	Cllrs K Thomas

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

7360 Apologies

Apologies were received from, G Jenkins, D Jones, R King, J Roberts and S Williams

7361 Suspended Proceedings – To Note Public Open Forum Suspended at Meeting [TC 27.10.04]

Representatives Valuation Office Agency/Mon CC – Re: Rebanding/Council Tax Revaluation

Proceedings were suspended to allow Mr Robert Francis, Valuation Office Agency and Mr Barry Pearson, Mon CC to address Town Council regarding the rebanding/council tax revaluation. [Handout available Town Council office]

Cllr R J Higginson declared an interest in this item.

7362 Declarations of Interest

Cllr R J Higginson declared an interest in Min 7367 items (3), (4), (9a) and (14)
Further Declarations of Interest to be identified under the relevant Minute.

7363 To Approve the Minutes of Full Town Council Meeting 27th October 2004 [Circ]

The Minutes were approved as a true record subject to **Min 7344 (b)** insertCwrt Severn ‘*would prevent vehicular access to two properties. It was agreed to write to Mon CC in this respect*’.

a) Matters Arising from the Minutes – To Consider Removing from Agenda [TC 27.10.04]

Town Council did not consider removal of “Matters Arising” from the Agenda.

Min 7345: Cllr C Babb – Caldicot AFC Use of KGVPF/Community Hall Cllr Babb stated a meeting of the new sub-committee would shortly be taking place to discuss this matter and referred to possible funding for a feasibility study via Mon CC Community and Economic Development Scheme.

Min 7345: - Min 7329 (b) – Cllr W Edwards referred to the recent training session attended by Town Council Members and to ‘The Good Councillor Guide’ circulated with the agenda. Cllr Edwards stated that Members were acting independently of Town Council on various occasions, undermining the Principal Officer of Town Council and requested who authorised Cllr J Daniels to seek legal advice from Mon CC following prior advice from the Clerk. Cllr Edwards also stated Members should be making representation to the Standards Committee otherwise they could also be breaking the Code of Conduct.

Cllr W Edwards left the meeting at this point.

Cllr J Daniels responded to Cllr Edwards and stated she had made “an independent general enquiry at short notice to Mon CC for second hand advice and she will continue to go to Mon CC for advice as that is where the expertise lies”

Members referred to “systematic undermining of the Clerk” and to two Members approaching another Town Clerk. It was stated that the Clerk should not be undermined, as her role was “to provide advice and counsel to Town Council”. It was further stated that the Clerk should be the first “port of call” for advice to Members.

b) Mayor to Sign the Minutes

The Mayor signed the Minutes

7364 To Approve the Minutes of Planning Committee 9th November 2004 [Circ]

The Minutes were approved as a true record.

a) Matters Arising from the Minutes – To Consider Removing from Agenda [TC 27.10.04]

There were no matters arising from the Minutes.

b) Mayor to Sign the Minutes

The Mayor signed the Minutes

7365 To Establish Finance Sub-Committee [b/f Planning Cttee 9.11.04]

This item was brought forward on the Agenda.

Members referred to the recommendation from the recent training session to establish a Finance Sub-Committee to develop ideas for a four-year plan of major items for the benefit of Caldicot, eg a community hall. A discussion ensued and it was stated that Members could make representation at Estimates Committee.

It was proposed by Cllr J Daniels, seconded by P Tidmarsh and resolved that a ‘Development Committee’ be established to develop ideas for a four year plan [Vote: 7 For 1 Against].

It was resolved that Cllrs R Stewart, P Tidmarsh, K Thomas, G Jenkins, S Williams and C Babb be appointed to the Development Committee and a meeting be convened at 6.30pm on Tuesday 30th November 2004 at DLC.

7366 To Arrange Date for Finance Committee [Estimates]

This item was brought forward on the Agenda.

It was resolved that a meeting of Finance Committee [Estimates Committee] be convened following Planning Committee 14.12.04 at DLC.

7367 Correspondence [Circ unless marked*]

(1) Royal British Legion [RBL]

Request for donation

Town Council considered a request for £250 from RBL towards the cost of the Branch in organising the Remembrance Day parade and buffet, which is held for the youth of the town.

It was noted that the Remembrance Day parade had elapsed and it was stated that Town Council had received the previous request for a donation prior to the event taking place. It was stated that £200 had been allocated in Estimates for RBL for the Remembrance Day parade.

It was proposed by Cllr R J Higginson and seconded by Cllr C Babb that £200 be donated to RBL. Cllr P Tidmarsh proposed an amendment, seconded by Cllr K Thomas that £250 be donated to RBL. A vote ensued – 3 For the Amendment: 4 For the Proposal. The Amendment was carried.

It was resolved to donate £250 to RBL.

Town Council stated any future appeals for donation must be made prior to the event taking place.

Cllr J Daniels declared an interest in this matter and withdrew from the meeting

Cllr R Stewart declared an interest in this matter

7367 (1a) Eisteddfod Genedlaethol Cymru Request for donation

Town Council resolved to donate £25 to Eisteddfod Genedlaethol Cymru [RJH/JD].

(1b) Caldicot Events Committee Request for Financial Assistance

Town Council considered a request for financial assistance from Caldicot Events Committee. A discussion ensued and it was stated that the organisation of events in Caldicot “was in the hands of the Events Committee” and that Town Council had no controlling interest in the Events Committee. It was also stated that arrangements in connection with the events are reported via Town Council for agreement prior to the events taking place. Cllr J Daniels stated a full set of accounts would be presented to Town Council.

It was resolved to financially support Caldicot Events Committee.

*** (2) Macmillan Cancer Relief Appreciation for donation**

Town Council noted the appreciation for donation of £25 from Macmillan Cancer Relief.

*** (2a) Andrew Damsell Appreciation for donation**

Town Council noted the appreciation for donation of £25 from Andrew Damsell

*** (2b) The British Red Cross Society Appreciation for donation**

Town Council noted the appreciation for donation of £25 from The British Red Cross Society.

(2c) Caldicot & District CAB Appreciation for donation/Request for Additional Financial Assistance

Town Council noted the appreciation for donation of £4,500 from Caldicot & District CAB and considered a request for additional financial assistance in light of the CAB being “still under threat of closure”, particularly as a result of a three-year lottery grant received to fund the Deputy Manager’s post ceasing in the Spring of 2005.

It was resolved to defer the request for additional financial assistance to Estimates Committee and advise CAB accordingly.

7367 (3) Mon CC

Return of Lease of Caldicot Cemetery to Mon CC

Town Council considered correspondence from Mr Nick Williams, Mon CC in relation to Town Council's request to return the lease of Caldicot Cemetery to Mon CC.

The Clerk advised that maintenance costs, etc would be available at Estimates Committee.

Cllr C Babb Referred to Mon CC's prior running of the Cemetery and to Town Council's decision to hand over the Cemetery purely on a financial basis. Cllr Babb requested a public meeting be called before any decision to hand the Cemetery over to Mon CC is made to find out the views of the people of Caldicot. The Clerk advised Town Council about the consideration of implications for one member of staff in particular.

Cllr P Tidmarsh referred to Caldicot being the only community in Monmouthshire paying additionally towards the running of Cemeteries.

Reference was made to limited space remaining in the Cemetery.

It was resolved to report back to Mon CC in relation to the maintenance and running of the cemetery following Estimates Committee 14.12.04.

Cllr R J Higginson declared an interest in this matter.

(4) Mon CC

Programme of Definitive Map Review

Town Council noted the agreed programme of priorities for dealing with Modification Order applications to alter, add or delete public rights of way from the Definitive Map and Statement from Mon CC.

(5) GAVO

GAVO Annual Network Event

Town Council resolved that the Mayor delegate attendance to GAVO annual network event 9.30am – 12.30pm on Wednesday 8.12.04 at Gateway Christian Centre, Monk Street, Abergavenny.

(6) Mon CC

Re: Request for Zebra Crossing Jubilee Way and Sandy Lane

Town Council noted response from Mon CC stating it will include the request for zebra crossing at Jubilee Way and Sandy Lane in its review of its Road Safety Strategy.

(6a) Mon CC

Caldicot Leisure Centre

Town Council resolved to defer this item to Full Town Council 26th January 2004.

*** (7) Emjay Agency Ltd**

Application for Justice's Licence – Chaplin's Taverna, Sandy Lane, Caldicot

Town Council noted the above application for Justice's Licence

7367*(7a) A Halsall & Co

**Application for Justice's Licence - Off-Licence,
West End Shopping Centre, Newport Road,
Caldicot**

Town Council noted the above application for Justice's Licence

***(7b) Somerfield**

**Application for Justice's Licence - Somerfield,
Newport Road, Caldicot**

Town Council noted the above application for Justice's Licence

*** (8) Mon CC**

**Health and Safety at Work Act 1974 – HS (G) 47
New Roads and Street Works Act 1991 – Section
79(3) Street/Road Name:- Station Road,
Caldicot Grid Ref: 347531, 187820**

*** (8a) Mon CC**

**Health and Safety at Work Act 1974 – HS (G) 47
New Roads and Street Works Act 1991 – Section
79(3) Street/Road Name:- Newport Road,
Caldicot**

Town Council noted the above copy information from Mon CC.

(9) Mon CC

Dog Waste Bins

Town Council considered correspondence from Mon CC stating it does not have a policy to provide bins designated for dog faeces only and advising Members in relation to the disposal of dog faeces, which is classified as hazardous waste.

Members referred to the lack of bins where dog owners walk their dogs and to Town Council's previous requests for implementation of enforcement powers.

It was stated that Mon CC had "done nothing compared to other authorities" and Cllr R Stewart, Mayor stated that he and Cllr D Ashwin were taking this matter up with Mon CC.

It was resolved to consider provision of dog bins at the Development Committee meeting 30.11.04

Cllrs R J Higginson, R Stewart and D Ashwin declared an interest in this matter

(9a) Mon CC

Railings Around Caldicot Cross

Town Council considered correspondence from Mon CC stating the Project Manager at Cywaith Cymru, Artworks Wales who was involved in selecting the site and commissioning the Celtic Cross, together with the artist would be concerned about railings being placed around the cross as it would interfere with the visibility of the cross and possibly deter people from approaching it.

A discussion ensued and the cost of ongoing repairs to the Celtic Cross was requested. It was agreed to suspended proceedings to allow Mr Giles Ballisat to answer the question and Mr Ballisat stated during the last four years since he had been in Severnside the only repairs to the cross was as a result of recent damage by a van amounting to £4,500 and was paid by the van's insurance company.

Cllr R Stewart thanked the licensee of The Cross for mopping the Celtic Cross, prior to the Sunset Service.

Cllr R J Higginson declared an interest in this matter.

7367* (10) Mrs J Smith

Request for bench at Caldicot Cemetery

Town Council noted the above request for bench at Caldicot Cemetery.

(11) Cllr W Edwards

Request for Christmas Tree at Oakley Way

Town Council considered a request for a Christmas Tree at Oakley way via Cllr W Edwards. It was stated that Events Committee had previously had a request for a tree at Oakley Way dismissed and Mon CC Housing Department had previously not recommended a tree be placed at Oakley Way due to envisaged vandalism. Members referred to bulbs being stripped from the tree in the town.

A discussion ensued and Members expressed a wish to install some form of suitable decoration or lighting at Oakley Way shops. The Clerk advised Members that permission was required from Housing Department to erect a tree at Oakley Way.

It was resolved that suitable Christmas tree/decorations be installed at Oakley Way shops, subject to permission from Mon CC Housing Department being sought.

Cllr R J Higginson declared an interest in this matter

Cllr J Haskey left the meeting at this point [8.30pm].

(12) Gwent Police Authority

Annual Plans 2005/2006

Town Council considered correspondence from Gwent Police Authority wishing to seek the views of the Community/Town Councils in the Force area on its plans for 2005/2006.

It was resolved to defer this item to Development Committee meeting 30.11.04.

(13) Usk Town Council

Re: Transfer of Sex Offenders from HMP Usk to HMP Prescoed

Town Council considered correspondence from Usk Town Council requesting support in its efforts to oppose the transfer of sex offender prisoners located at the closed prison in Usk to Prescoed open prison at Coed y Paen during the last twelve months of their sentence.

It was resolved to support Usk Town Council's request.

(14) Mon CC

Application for Funds from commuted sum payments arising from Local Housing [closing date 28.1.05] Development at Church Road, Caldicot

Town Council considered correspondence from Mon CC advising of a £40,00 fund available from the above housing development to spend on adult recreation in the Caldicot Town Area.

It was resolved to consider this matter at the Development Committee 30.11.04.

Town Council considered correspondence from Mon CC requesting applications for Community and Economic Development Scheme grants.

It was resolved to defer this matter to Development Committee 30.11.04.

Cllr R J Higginson declared an interest in this matter

(16) Welsh Assembly Government

Making the connections: The Welsh Assembly Govt. Vision for Public Services - Comments [available in TC office]

Town Council noted policy documents outlining the Welsh Assembly Government's public services vision.

(17) Mon CC

Supply of Electoral Register 2005 [Members to respond]

Town Council noted application from Mon CC for Members to individually request supply of Electoral Register 2005.

The Clerk advised that Members were required to sign a declaration that the Electoral Register would only be used for its intended purpose and that a full copy of the register had been requested for Town Council office.

(18) Caldicot AFC

Re: Neutral Game on Monday 1.11.04

Town Council considered correspondence from Caldicot AFC stating it would be a time-consuming process to collate a fixture list for use of KGVPF and it was unable to give a suitable date to meet with Town Council.

Members expressed dissatisfaction with the correspondence. It was stated that Town Council demands to meet with Caldicot AFC were not met and Caldicot AFC "were running rings" around Town Council, which was unacceptable.

Cllr R Stewart stated he had arranged to meet with Mr Gordon Lewis, the following day to collect outstanding monies owed to Town Council and requested Members give Caldicot AFC a chance to sort out a date to meet with Town Council.

Cllr C Babb read out a statement in relation to Caldicot AFC's use of KGVPF and requested all rights and privileges to Caldicot AFC use of KGVPF be withdrawn forthwith.

A discussion ensued and it was stated that the Clerk was unaware of when KGVPF were being used, and it was unacceptable for no fixture list to be made available to the Clerk. The Clerk advised a fixture list [part] had been faxed to Town Council office today.

It was agreed to request Caldicot AFC attend a meeting with Town Council prior to Planning Committee 14.12.04. The Clerk requested how Town Council wished her to correspond with Mr

Jones, Chairman, Caldicot AFC as previous hand-delivered letters had not been received by Mr Jones and a recent 'recorded delivery' letter had been returned to Town Council.

It was resolved to request Caldicot AFC attend a meeting with Town Council prior to Planning Committee 14.12.03 and to correspond via Mr Gordon Lewis, Secretary/Treasurer, Caldicot AFC via personal hand delivery by the Clerk and Mayor.

7367 (19) Mr G Powell

Request for Response

Town Council considered correspondence from Mr G Powell stating his dissatisfaction with the response to his previous correspondence in relation to the Public Open Forum at Town Council meeting 29.9.04

Cllr R Stewart, Mayor, stated the Clerk should not have sent the response to Mr Powell as the letter was intended to be brought back to Town Council for agreement prior to sending to Mr Powell.

Cllr R J Higginson referred to the "inadequate" response and stated he had "utter confidence" in the Clerk and her Assistant. Concern was expressed at the allegation that the Clerk had sent out the letter without permission. It was stated that the Clerk corresponds on behalf of Town Council and had not previously sent anything without prior agreement.

Cllr Higginson referred to Mr G Powell asking the Welsh Assembly Government to investigate the running of Caldicot Town Council and stated he did not disagree with this action in light of the way Town Council business was being conducted.

Cllr Higginson also referred to Minute 7315 (5) of Full Town Council meeting 24.10.04 "*It was resolved that the Mayor and Deputy Mayor in conjunction with the Clerk respond to Mr Powell's correspondence*", approved earlier at the meeting and stated no reference was made in the Minutes to Town Council ratifying the response.

A discussion ensued about the content of the response and Members requested Mr Powell's questions be answered in full. Cllr J Daniels stated the Mayor, Deputy Mayor and Clerk should respond to Mr Powell and she had no problem with the response, had it been typed correctly.

The Clerk requested clarification of her role in the response. Cllr Daniels stated the Mayor and Deputy Mayor were to respond to Mr Powell and the Clerk was to type and send the letter.

It was resolved that The Mayor and Deputy Mayor respond to Mr Powell's letter via the Clerk.

7368 Publications, Minutes, Etc [DISPLAYED]

[A] NALC Direct Information Service
[B] Plus Publishing Services
[C] Mon CC
[D] Mon CC
[E] Mon CC
[F] Allotment and Leisure Gardener
[G] Welsh Assembly Government
[H] Monmouthshire GreenWeb

Issue Nos 591 - 593
Local Council's Update Issue No 61
Cabinet Agenda/Mins 3.11.04
Sevenside Area Cttee Agenda/Mins 10.10.04
Community Planning Update 12
Issue 4
The Good Councillor's Guide [Circ]
Newsletter – Autumn 2004 [Circ]

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

7369 Planning Committee [Displayed]

A) Planning Applications

Plan M/10600: Internal Refurbishment, New Glazed Shop Front, External Finishes, Alteration of Levels, Layout and Access to Car Park, New Ramp and Steps – Somerfield Store and Car Park, off Woodstock Way, Caldicot **TC Approved**

B) Other Planning Applications [Received after Despatch of Agenda]

Plan M/10826: 8 Swan Close, Caldicot – Two Storey Extension to Side of Property **[Amended]**
***Observations – Terracing Effect of Semi-Detached Houses**

C) Mon CC Planning Information

i) Notice of Appeal – Application for Planning Permission

Plan M/9587: Erection of One Detached Dwelling House – Land at Rear of 21 Sandy Lane, Caldicot **TC Refused***

***i) Single access onto busy road with no traffic calming**

ii) Not in-keeping with surrounding area

ii) List of Planning Applications Received

13.10.04 – 17.10.04

18.10.04 – 22.10.04

25.10.04 – 29.10.04

iii) Mon CC Planning Agenda 2.11.04, 16.11.04 – For Information

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

7370 Cheque List Schedule

Update [Circ]

Town Council resolved to approve the updated Cheque List Schedule.

7371 Donations and Contributions Schedule

Update [Circ]

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

7372 Caldicot Cemetery – Awaiting Report Mon CC Cemetery Working Group

Town Council noted the above.

7373 CCTV – Response Ms D Sidnell, Mon CC, Community Safety Officer re: Visit to Control Centre/Address Town Council

Town Council resolved to defer this item to Full Town Council meeting 26.1.04

7374 To Re-evaluate Representative for REDPOP [b/f TC 27.10.04]

Town Council resolved to defer this item to Full Town Council meeting 26.1.04

7375 Induction Loop System – DLC – Ongoing

Town Council noted the ongoing proposal to install induction loop system to DLC.

7376 Review Payment of Hire of Leisure Centre Room re: Communities Against Drug Support Group for Ex-Users [b/f TC 29.9.04]

The Clerk advised Members that the Communities Against Drug Support Group for Ex-Users no longer required the hire of room at Caldicot Leisure Centre and referred to Town Council's earlier resolution to fund a room until Christmas 2004.

7377 Caldicot Day Luncheon Centre Voluntary Committee [DLCVC]

- i) Minutes of Meeting held 5pm 4.11.04 [Circ]**
- ii) Mon CC Environmental Health Officer Report [Circ]**

Town Council requested that DLCVC meet prior to Estimates Committee.

It was resolved to consider this item in Estimates Committee and defer this matter to Full Town Council meeting 26.1.05.

**7378 To Accept Report of Twinning Committee Meeting held 6pm, 4.11.04 Re: Change of Format Waghäusel Exchange 3.9.04 – 6.9.04 [b/f TC 27.11.04] [Circ]
[Also Invitation to Town Council to visit Morières 5th – 10th May 2005]**

Reference was made to personal circumstances resulting in Members travelling via their preferred mode of transport. It was stated that Three Members only would be participating in the signing of the Twinning Agreement.

It was reiterated that the Signing of the Twinning Agreement was a Civic Function and all correspondence should be made via the Clerk.

Town Council resolved to accept the Report of Twinning Committee meeting 4.11.04.

7379 To Approve Health & Safety Committee Minutes/Notes 8.11.04, 12.11.04, 15.11.04 [Circ]

Town Council resolved to approve the above Health and Safety Minutes/Notes.

7380 To Approve Notes of Personnel/Appointments Committee Meeting, 6.30pm 18.11.04 at DLC.

Town Council resolved to defer this matter to Full Town Council meeting 26.1.05.

7381 To Note no end of month Meeting December – To Consider Urgent Items at Planning Committee 14.12.04

Town Council noted no end of month meeting in December.

7382 Reports

- a) Governors**

There were no Governors' Reports

b) Christmas Lighting Up Friday, 26.11.04 – Any Report Events Committee

Cllr E Davies updated Members on the forthcoming Christmas Lighting Up Event 26.11.04 and requested assistance throughout the day. Cllr Davies also invited Members to DLC following the Event for refreshments.

Cllr Davies, on behalf of Cllr K Bevan, referred to the Christmas painting competition and to sponsorship arranged via Cllr Bevan for prizes. Cllr Davies stated that Durand Junior school was unable to participate but all other infants and junior schools were participating.

It was agreed that Town Council purchase vouchers for the winners of the Christmas painting competition as in previous years.

c) Other

There were no other reports.

7383 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) Quotation Re: Slab Path Surrounding Bowls Green [Circ]
- b) Quotations Re: Recommended Works Health & Safety – For Estimates Committee [To Follow]

Town Council resolved to defer quotation (b) above to Estimates Committee.