

CALDICOT TOWN COUNCIL

Sandy Lane
Caldicot

Minutes of Meeting of Caldicot Town Council Held at 6.30pm on Wednesday 25th January 2006 at Caldicot Day Luncheon Centre

PRESENT:

Cllrs P Tidmarsh, Mayor	J Harris
J Daniels, Deputy Mayor	J Haskey
D Ashwin	R J Higginson
C Babb	G Jenkins
E Davies	J Marshall
W Edwards	R Stewart
D Evans	

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

7612 Apologies

Apologies were received from Cllrs D Jones and K Thomas

7613 Suspended Proceedings – Inspector J Smith, Caldicot Police

Inspector J Smith reported on police operations over the Christmas 2005 period and current policing initiatives for Caldicot.

Crime figures for Caldicot were reported and Members commended the Police in relation to the reduction in crime figures.

Cllr J Haskey thanked Inspector Smith for allowing her recently to accompany the Police on duty.

Inspector Smith left the meeting at 6.55pm.

7614 Open Forum for Public Participation

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

- **Funding of forthcoming twinning visit**
- **Planning application for proposed supermarket on Comprehensive School**
- **Guide Hut - ownership of land**
- **Mon CC Lifelong, Learning and Leisure – substantial overspend**
- **Monmouth Electors' Community Group**

7615 Declarations of Interest

Cllr R Stewart declared an interest in Planning Matters

Cllr R J Higginson declared an interest in Min 7619 (4), (5), (7), (7a), (12), (15), (18)

Cllr R J Higginson declared an interest in Min 7620 [M], [O]

Cllr D Ashwin declared an interest in Mon CC Issues

Further declarations of interest to be identified under the relevant Minute

7616 To Approve the Minutes of Full Town Council Meeting 30th November 2005 [Circ]

The Minutes were approved as a true record subject to page 8 **Min 7597 (g) delete** “*Cllr Tidmarsh*” **insert** “*Cllr J Harris*”

a) Mayor to Sign the Minutes

The Mayor signed the Minutes

b) Matters Arising Update Sheet [Circ]

Town Council considered the Matters Arising Update Sheet

- Cllrs E Davies and D Evans further updated Members in relation to matter concerning the Bungalow at West End.
- A discussion ensued in relation to flagpoles where it was stated that the Celtic Cross is a registered war memorial.
- It was agreed to further request a response from Civil Aviation Authority on date to address Members.

7617 To Approve the Minutes of Estimates Committee Meeting 13.12.05 [Circ]

The Minutes were approved as a true record.

a) Mayor to Sign the Minutes

The Mayor signed the Minutes

7618 To Approve the Minutes of Planning Committee Meeting 10th January 2006 [Circ]

The Minutes were approved as a true record.

a) Mayor to Sign the Minutes

The Mayor signed the Minutes

7619 Correspondence [Circ unless marked*]

* (1) Children with Leukaemia Appreciation for £50 donation

Town Council noted the appreciation for donation from Children with Leukaemia.

* (1a) Girlguiding Appreciation for £25 donation

Town Council noted the appreciation for donation from Girlguiding

* (1b) Monmouthshire Crossroads Appreciation for £25 donation

Town Council noted the appreciation for donation from Monmouthshire Crossroads

* (1c) Eisteddfod Genedlaethol Cymru Appreciation for £25 donation

Town Council noted the appreciation for donation from Eisteddfod Genedlaethol Cymru

* (1d) Royal British Legion Appreciation for £250 donation

Town Council noted the appreciation for donation from Royal British Legion

Cllr J Daniels declared an interest in (1d)

7619 (2) Mon CC

Additional Bus Shelters in Caldicot

Town Council considered correspondence from Mon CC advising that funding from Welsh Assembly Government for recent bus corridor improvements had now elapsed and all future requests could only be achieved when further funding or surpluses to existing budgets could be identified. Town Council's previous request for a bus stop with raised kerbs on Longfellow Road opposite Cwrt Severn would, however, remain priority for Caldicot following receipt of such funds.

A discussion ensued regarding the bus stop opposite Cwrt Severn. It was resolved to request Mon CC implement, as soon as possible, raised kerbs to the bus stop opposite Cwrt Severn to enable elderly and disabled persons to access buses.

It was further resolved to request costs from Mon CC to re-site the apparent redundant bus shelter near to Cherry Trees Nursing Home to Caldicot by-pass, opposite Durand School.

(3) Copy Letter from Cllr R Stewart

Caldicot Section 106 Funding

Town Council noted copy correspondence from Mon CC in relation to allocation of Caldicot Section 106 Funding.

(4) Mon CC

Caldicot Castle – Winter Opening

Town Council considered correspondence from Mon CC stating the trial opening of Caldicot Castle during the winter period is to be terminated early.

Members were disappointed by the above proposals and referred to an apparent substantial overspend of Mon CC Lifelong, Learning and Leisure Department causing detriment to local amenities.

Cllrs J Harris and R J Higginson declared an interest in this matter

(5) Mon CC

Connecting the Spheres Seminar: 24.11.05

Cllr J Harris referred to and provided the Clerk with a document obtained from the internet in relation to this matter.

Town Council resolved to consider correspondence from Mon CC in relation to the introduction of a draft charter between Mon CC and Town and Community Councils in Monmouthshire at a Special Meeting of Town Council to be held at 4pm on Tuesday 31.1.06 at Day Luncheon Centre prior to meeting with Cllr G Down, Mon CC at 6.30pm to consult on the Mon CC's budget 2006/07.

Cllrs E Davies, W Edwards, R J Higginson and P Tidmarsh offered apologies for the Special Meeting.

Cllrs J Harris and R J Higginson declared an interest in this matter

(5a) Mon CC

Notes: Town and Com. Council's Meeting – 15.10.05

Town Council noted the Notes of Meeting 15.10.05 from Mon CC.

Cllrs J Harris and R J Higginson declared an interest in this matter

7619 (5b) Mon CC

Making the Connections - Response Required

Town Council resolved to consider correspondence from Mon CC requesting if Town and Community Councils wished to consider taking on services currently operated by the County Council at the Special Meeting of Town Council 31.1.06 [See (5) above].

Cllrs J Harris and R J Higginson declared an interest in this matter

(6) Mon CC

Re: Planning Procedures

Town Council considered correspondence from Mon CC clarifying Mon CC planning procedures.

It was resolved to invite Mr D Swanson, Development Control Manager, Mon CC to address Town Council in this matter under suspended proceedings at Planning Committee meeting 14.3.06.

(7) Everett Tomlin Lloyd & Pratt Sols

**Re: Application for Judicial Review –
R – v – Mon CC on the Application of Usk,
Chepstow and Abergavenny Town Councils**

Town Council noted receipt of papers from Everett Tomlin Lloyd & Pratt Solicitors in relation to the above judicial review and the Clerk's response to the correspondence.

Reference was made to Caldicot & District Chamber of Commerce and Caldicot Regeneration Groups donating towards the fight against the implementation of car parking charges in Monmouthshire and the judicial review. As a consequence it was queried whether Town Council were implicated as it had representatives on both Chamber of Commerce and the Regeneration Group.

The Clerk stated that Town Council representatives should be representing the views of the Council at meetings of outside bodies and reporting back to Town Council at the earliest opportunity. Cllr R J Higginson stated he was not being notified of Chamber of Commerce meetings. The Clerk confirmed that all outside bodies had been notified of Town Council representatives.

It was resolved to agenda outside bodies meetings under 'Reports' at Town Council meeting 22.2.06.

Cllr J Harris and R J Higginson declared an interest in this matter

(7a) Mon CC

Re: Purchase Car Parks

Town Council noted correspondence from Mon CC stating this matter would not be considered until the judicial review currently pending on the car parks had been concluded.

Cllr R J Higginson declared an interest in this matter

(8) Welsh Blood Service

Attendance Results – 18/19/20 December 05

Town Council noted the attendance results from Welsh Blood Service.

7619 (9) Gwent Community Health Council

Meeting of Gwent CHC 5.30pm, 24.1.06 at Mamhilad, Pontypool[Agenda in TC Office]

Town Council noted details for the above meeting of Gwent CHC. It was stated that notice of Gwent CHC meetings were advertised in the press and that Town Council were in receipt of Minutes of Gwent CHC meetings.

(9a) Gwent Community Health Council

Re: Gray Hill Surgery

Town Council noted correspondence from Gwent CHC stating they are awaiting dates to meet with Gray Hill Surgery. Cllr W Edwards clarified to Members that Officers of the CHC would act as advocate on Town Council's behalf and meet with Gray Hill Surgery.

Cllr J Marshall declared an interest in this matter

(10) Caldicot District Action 50+

Re: Dog Fouling

Town Council noted correspondence from Caldicot District Action 50+ and the Clerk's response in relation to dog fouling.

It was agreed to agenda "dog fouling" at Town Council meeting 22.2.06.

(11) Torfaen CBC

**Local Govt Pension Scheme (Amendment)
(No 3) Regulations 2005: Consultation Draft**

Town Council noted correspondence from Torfaen CBC in relation to the Local Government Pension Scheme.

Cllr J Harris declared an interest in this matter

(12) Mon CC

Consultation on the Council's Budget for 06/07

Town Council noted confirmation details from Mon CC in relation to the forthcoming meeting with Cllr G Down.

(13) Caldicot & District Chamber of Commerce Re: Caldicot Firework Display 2005

Town Council noted correspondence clarifying accounts for Firework Display 2005 from Caldicot & District Chamber of Commerce.

**(13a) Caldicot & District Chamber of Commerce Caldicot Chamber of Commerce AGM –
6pm on 7.2.06 at Ye Olde Tippling
Philosopher/Mins Meeting 10.1.06**

Town Council noted Agenda/Minutes for Caldicot & District Chamber of Commerce AGM as above.

7619 (14) Cllr R J Higginson

Birbeck Road Park/DLC

Cllr R J Higginson requested Members consider the following motion *“That this Council commends Cllr William Edwards on his sustained efforts of the past few years towards the regeneration of Birbeck Road Park at Caldicot”* Cllr Higginson outlined the history of Cllr Edwards’ efforts in obtaining substantial funding to enable the Birbeck Road Park project to go ahead.

Cllr J Daniels proposed an amendment, seconded by Cllr D Ashwin *“That this Council commends Birbeck Road Regeneration Group as a whole on their sustained efforts of the past few years towards the regeneration of Birbeck Road Park at Caldicot”*

A lengthy discussion ensued and Members expressed their opinions in this matter.

Cllr W Edwards expressed disappointment at certain comments and stated that the Birbeck Road initiative should be commended and taken as a positive outcome for Caldicot. Cllr Edwards further stated he had never sought credit for himself and thanked and commended various persons involved for their efforts and assistance in the Birbeck Road initiative.

In relation to the case study by Welsh Assembly Government, it was stated that County Councillors, their colleagues and their constituents were being considered for a case study as an example of partnership achievement in relation to the Birbeck Road initiative

A vote ensued in this matter and it was resolved that this Council commends Birbeck Road Regeneration Group as a whole on their sustained efforts of the past few years towards the regeneration of Birbeck Road Park at Caldicot

Cllr R J Higginson also requested Town Council consider the reinstatement of the service to provide meals to elderly and disabled persons via the Day Luncheon Centre [See agenda Item 14].

(15) Mon CC

Sevenside Environmental Projects

Town Council considered a request from Mon CC in relation to possible 50/50 funding available for ‘worthwhile environmental’ projects.

The following proposals were suggested:

- Preparation works to Mitel roundabout to accommodate flower arrangements.
- Replacement bench to KGVPPF

It was resolved to re-agenda this item.

Cllrs J Harris and R J Higginson declared an interest in this matter

(16) Kidney Wales Foundation

Request for Support for Kidney Wales Walk for Life – Sunday 19.3.06

Town Council noted correspondence in relation to Wales Walk for Life from Kidney Wales Foundation.

7619 (17) Mon CC

Hoggin' The Bridge 2006

Town Council resolved to support the proposed route for 2006 Hoggin' The Bridge to take place 15th October 2006.

(18) Mon CC

Request to Meet re: Playscheme 2006

Town Council resolved to accept an invitation from Mon CC to address Members in relation to Playscheme 2006 and for the Clerk to liaise with Mon CC in relation to suitable dates.

7620 Publications, Minutes, Etc [DISPLAYED]

[A] Mon CC, Cabinet	Agenda/Mins 7.12.05, 4.1.06
[B] Mon CC Severnside Area Forum	Agenda/Mins 2.11.05
[C] NALC Direct Information Service	Issue No 620 – 622
[D] Plus Publishing Services	Local Council's Update Issues No 74
[E] Local Council Review	January 2006
[F] Clerks & Councils Direct	January 2006
[G] Play For Wales	Issue 17
[H] Association of Burial Authorities	Abainfo, No 32
[I] International Tree Foundation	December 2005
[J] Monmouthshire Health Alliance	Alcohol 2005 – Who's Responsibility is it?
[K] Welsh Assembly Government	Monmouthshire's Strategy for Older People 05-08
[L] Welsh Assembly Government	Three Year Revenue and Capital Settlements for Local Authorities in Wales Consultation Doc
[M] Mon CC	Draft School Organisation Plan 2006-2011
[N] Welsh Assembly Government	Fire and Rescue Service Risk Reduction Plan – Wales a Safer Country - Consultation Doc
[O] Mon CC Severnside Area Cttee	Agenda/Mins 18.1.06
[P] Monmouthshire Area CHC	Agenda/Mins 24.1.06

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

Cllr R J Higginson declared an interest in Publications [M] and [O]

7621 Planning [Displayed]

Cllr R Stewart declared an interest in Planning Matters

A) Planning Applications

Plan M/11976: Demolition of Existing Premises Comprising Hotel & Restaurant and Re-Development of 37 Sheltered Units Accommodation Class C1+A3 to C3 **TC Refused***

- **Dangerous Entrance/Exit onto Newport Road**
- **Too Congested**
- **Car Parking Issues**
- **Preservation of one of Caldicot's oldest buildings**

Plan M/12378: Demolition of Existing and Replace with Two Storey Development to Form Four Flats – 172 Newport Road, Caldicot **TC Approved**

Plan M/12381: 1 New Pair Semi-Detached Houses in Rear Garden of Above Property – Rear of Garden at 15 Dewstow Road, Caldicot **TC Refused***

* **Out of keeping with surrounding area**

Cllr J Marshall declared an interest in Plan M/12381

Plan M/12415: Retention of Wall and Fence at Rear & Side of Property – Boundary Fence at 38 Sandy Lane Back and Side Garden **TC Approved***

*** Subject to planning requirements**

Plan M/12401: 1st Floor Rear Extension – 17 Green Lane, Caldicot **TC Approved**

Plan M/12417: Conservatory to Rear – 4 Wiesental Close, Caldicot **TC Approved**

Plan M/12439: Conservatory With Dwarf Wall – 14 Burns Crescent, Caldicot **TC Approved**

Cllr J Daniels declared an interest in Plan M/12439

Plan M/12444: Rear Two Storey Extension, Detached Single Garage With Vehicular Access – 1 Pill Row, Caldicot **TC Approved**

Plan M/12465: Class A1 Foodstore, Realignment of Woodstock Way, Refurbishment of Library and One Stop Shop and Improvements to Pedestrian Links – Playing Fields at Caldicot Comprehensive School [Land Fronting Woodstock Way and Chepstow Road, Caldicot]

TC Approved

Cllrs D Ashwin, W Edwards, D Evans, R J Higginson and R Stewart declared an interest in Plan M/12465

Cllr J Harris declared an interest in Plan M/12465 and left the room

B) Mon CC Planning Information

i) Planning Permission

Plan M/11512: Garages Converted and Extended to Form Ground Floor Flat with New Access off Newport Road, Providing Vehicular Access onto Drive – No 1 Norman Court, Off Newport Road, Caldicot **TC Approved 30.11.05**

Plan M/11892: Demolition of Existing Dwelling, Erection of 2 and a 1/2 Storey Structure Comprising of 9 Apartments – Site at No 16 Sandy Lane, Caldicot [Amended]

TC Refused 11.10.05

- **Out of Keeping with Surrounding Properties**
- **Concerns re: height/Density of 2.1/2 Storey Structure**
- **Dangerous Access on to Busy Road**

(ii) List of Planning Applications Received/Delegated Decision Lists/New Enforcement Cases and Resolved Cases [Displayed]

29.12.05 – 02.01.06

05.01.06 – 09.01.06

(iii) Mon CC Planning Agenda 24.01.06 – For Information

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

7622 Finance [Circ]

a) Cheque List Schedule Update

Town Council approved the updated Cheque List Schedule

b) Donations and Contributions Schedule Update

Town Council approved the updated Donations and Contributions Schedule

c) Financial Comparison 1.4.05 – 31.12.05 Update

Town Council approved the updated Financial Comparison 1.4.05 – 31.12.05

d) To Consider Financial Regulations [b/f Estimates 13.12.05]

Town Council approved Financial Regulations.

e) To Consider Risk Management Assessment [b/f Estimates 13.12.05]

Town Council approved the Risk Management Assessment.

f) To Consider Mon CC Quotation for Internal Audit Works 2005/2006

Town Council approved estimate from Mon CC for 3.5 days @ £245/day for Internal Audit Works 2005/06.

7623 Twinning [Circ]

a) Response from Morières re: Proposed Visit NB: Numbers increased to 34 [+2 via PT]

Town Council considered correspondence from Morières advising of 34 persons plus 2 additional persons advised via Cllr P Tidmarsh and not included in the list, to be accommodated during the forthcoming twinning visit.

Clarification was requested for the return trips to London on two separate dates. The Mayor stated that some of the party wished to return to London on 1.5.06 and the remainder wished to return on 3.5.06. Town Council were unhappy with this proposed arrangement and stipulated that the Civic Function for the reciprocal signing of the Twinning Agreement should be held within specified dates set by Town Council. It was further stated that any arrangements made beyond the stipulated dates would be on a private basis and at the responsibility of the individuals.

The number of visitors was referred to and it was requested if hosts had been secured for all visitors. The Mayor stated that hosting arrangements had been secured for 20 persons.

It was resolved that:

- i) the official Civic twinning visit be from Friday 28.4.06 – Monday 1.6.05
- ii) Town Council provide one return trip only to London on Monday 1.6.05.

b) E-mail re: Visit to Morières for Official Signing May 05 – Cllrs PT, RS, KT

Town Council considered correspondence advising of 2092.50€ transferred to the Twinning Association in relation to European Grant obtained by Morières towards the twinning visit which took place in Morières in May 05.

It was stated that the official signing of the Twinning Agreement between Caldicot and Morières, which took place in Morières in May 05 was a Civic Function and any monies obtained by Morières in relation to that visit should have been deposited with Town Council.

The Mayor stated that the grant had been obtained by Morières to assist with travel expenses for the 30 persons who participated in the visit to Morières in May 05 and the individual amount was between £30 - £40 per participant.

Reference was made to Town Council Auditor and to receipts being required as proof that grant monies relating to a Civic function had been distributed appropriately to the individuals who participated in the original visit.

The Mayor apologised for the error and stated he would arrange for the transfer of 2092.50€ from Twinning Association to Town Council account at the next meeting of the Twinning Association. A list of participants was also requested for distribution purposes.

The Clerk advised Members that any grant money received by Members/Partners would be deemed as a gift and would be required to be recorded in Town Council office and declared to the Monitoring Officer. It was further advised that it was the responsibility of the individual Member to declare it.

Further reference was made to twinning correspondence still not being made via Town Council office.

It was resolved that the Mayor arrange for the transfer of 2092.50€ from Twinning Association account to Town Council account, together with a list of persons who participated in the visit to Morières in May 05

c) To Consider Notes Twinning Committee 19.12.05 and 4.1.06

Town Council considered the Notes of Twinning Committee 19.12.05 and 4.1.06.

Reference was made to a member of Twinning Association attending a meeting of Town Council Twinning Committee.

Reference was made to the number of secured hosts for 20 persons and to the advice from Morières of 34 persons [+2 via Cllr P Tidmarsh] visiting. The Mayor stated hosts had now been confirmed for 24 persons. It was requested what the intentions were for the number of persons unable to be hosted. The Mayor stated those persons would have to stay in local hotels/guest houses at their own cost. It was further stated that only the number of persons able to be hosted should be participating in the visit.

It was resolved to convene a further meeting of Town Council Twinning Committee to resolve issues.

d) To Consider Draft Programme etc WITH COSTINGS

Town Council considered the Draft Programme with costings.

A discussion ensued regarding the proposed banquet at Caldicot Castle Sunday 30.4.06. It was stated that this venue was unsuitable due to the lack of disabled access for disabled and elderly persons. Members referred to the Disability Discrimination Act.

It was resolved that the Twinning Committee seek an alternative venue for the evening of Sunday 30.4.06.

Reference was made to the 20% contingency fund for the visit, which was stated as “public funds”.

e) Correspondence Caldicot Choir – Unable to participate 29.4.06

Town Council noted correspondence from Caldicot Choir stating they are unable to participate at the official function on 29.4.06.

7624 To Note Date for Best Dressed Xmas House Presentation/Citizens Awards – 7pm Tuesday 14th February 2006 [Following Planning Cttee]

a) To Consider Nominations for Citizens Awards [b/f TC 30.11.05/10.1.06]

Town Council noted the date for Best Dressed Xmas Housing presentation/Citizens Awards.

It was resolved to present a Town Council Crest to Master Matthew Damsell, Mr Arthur MacAteer and Mr & Mrs Adrian Simmonds.

Cllr J Daniels declared an interest in this matter

7625 Extremely Urgent Committee [Mayor, Deputy + 1 Cllr]

a) To review Standing Orders to set out the purpose, functions and powers of the Cttee.

Due to insufficient meeting time, it was resolved to defer this item to Town Council 22.2.06.

7626 DLC – To Consider Minutes of Meeting of DLCVC 17.1.06 [Circ]

Due to insufficient meeting time, it was resolved to defer this item to Town Council 22.2.06.

7627 KGVVPF [Circ]

a) To Consider Notes of Meeting KGVVPF Representatives 10.1.06

b) Response from Charity Commission re KGVVPF

c) Mon CC – Response Re: Double Yellow Lines at Entrance [b/f TC 30.11.05]

d) Shrubs at Entrance [b/f TC 30.11.05]

Due to insufficient meeting time, it was resolved to defer this item to Town Council 22.2.06.

7628 Reports

a) Governors

b) Other

Due to insufficient meeting time, it was resolved to defer this item to Town Council 22.2.06.

7629 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

1. KGVVPF Issue of Gates – To Resolve

Insurance Claim not Feasible

Mon CC Response [Circ]

Reference was made to Town Council's obligation under the Code of Conduct.

Cllr W Edwards stated he did not want anything to do with the payment.

Town Council resolved not to make payment to Mon CC in relation to replacement gateposts to Town Council compound, as proper procedures were not adhered to.

Cllr J Harris declared an interest in this matter and left the room.

2. Bowling Green Works – To Consider In accordance with STRI Report in preparation for Bowling Season [CIRC Quotation]

Town Council resolved to accept quotation from Willow Landscapes of £2,013.76 + VAT for remedial works to the Bowling Green, with SISIS verti-cutting reel at £207+ VAT and pencil spikes approx. £60 + VAT [RJH/CB].

The meeting closed at 9.30pm

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Mayor/Deputy Mayor