

CALDICOT TOWN COUNCIL

Sandy Lane
Caldicot

Minutes of Caldicot Town Council held at 6.30pm on Wednesday 25th February 2009 at Caldicot Town Council

Present: Cllrs: D Evans, Mayor
C Ashwin
D Ashwin
J Bond
A Easson [left 7.20 pm]
K Harris
R J Higginson [left 8.20 pm]
J Haskey
V Lloyd
J Marshall
K Thomas
S Webb

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

8174 Apologies

Apologies were received from Cllrs J Daniels, A Perrett, M Stevens, R Stewart, P Watts

The meeting was suspended for the open forum for public participation [max. 30 mins]

8175 Open Forum for Public Participation

The following issues were discussed:

- Rumours of a proposed Saturday Market in Caldicot
- Change of use from A1 + A2 to A3 – Wesley Buildings
- Housing Association waiting list
- Inaccuracy in Free Press and Argus re: “Cllr” – *Clerk to advise Free Press/Argus*

8176 Declarations of Interest – Forms to be completed and identified under the relevant item

8177 To Approve the Minutes of Full Town Council Meeting 28th January 2009 [Circ]

a) Mayor to Sign the Minutes

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

8178 To Approve the Minutes of Planning Committee held 10th February 2009 [Circ]

a) Mayor to Sign the Minutes

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

8179 To Approve the Minutes of Special Meeting held 16th February 2009 Re: Bus Shelters [Circ]

a) Mayor to Sign the Minutes

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

8180 Correspondence [Circulated unless marked*]

(1) CCTV Development Officer, MCC

**Response Re: Performance Statistics
To Suggest Dates for Visiting Monitoring Cent**

Town Council noted response from CCTV Development Officer, Mon CC in relation to performance statistics. Cllrs J Bond, S Webb, K Harris and R J Higginson requested to visit the monitoring centre

It was resolved that the Clerk arrange a suitable date to visit the monitoring centre.

8180 (1a) Mon District Ch Trade & Commerce

Invitation to CCTV Meeting Monmouth 26.2.09

Town Council noted the invitation to public meeting facilitated by Monmouth District Chamber of Commerce.

(2) Democratic Services Officer, MCC

Re: Section 106 Consultation Questionnaire - Response Requested

It was resolved that Members complete the Consultation Questionnaire for submission to Mon CC via the Clerk.

(3) Caldicot Chamber of Commerce

Re: Flagpole - To Consider Public Unveiling

Town Council noted correspondence from Caldicot Chamber of Commerce in relation to the installation of additional flagpole and public unveiling of the flag at Town Council building.

(4) Principal Licensing Officer, MCC

To Note Response Re: Taxi Rank Consultation

Town Council noted correspondence from Mon CC advising that before any rank is introduced a legal notice would be required by Highways for public consultation.

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

(5) One Voice Wales

Buckingham Palace Garden Party 14th July 09

It was resolved that the Mayor and guest be nominated to enter the draw for the 2009 Buckingham Palace Garden Party.

(6) Post Office – West End Branch

To Note Temporary Closure 2.3.09-26.3.09

Town Council noted the temporary closure of West End Post Office.

It was resolved:

- i) to request a mobile service in the vicinity 3 times per week during the closure**
- ii) to display the correspondence in Town Council noticeboard**

*** (7) Llangollen Inter Musical Eisteddfod**

To Note Appreciation for £50 Donation

Town Council noted the appreciation for £50 donation from Llangollen Inter Musical Eisteddfod

*** (8) Eisteddfod Genedlaethol Cymru**

To Note Appreciation for £100 Donation

Town Council noted the appreciation for £100 donation from Eisteddfod Genedlaethol Cymru

*** (8a) Abergavenny Eisteddfod Y Fenni**

To Note Appreciation for £50 Donation

Town Council noted the appreciation for £50 donation from Abergavenny Eisteddfod Y Fenni

(9) Highways Network Manager, MCC

**To Note Caldicot Major Gas Works Surgery
9 am – 12 noon 25.2.09 One Stop Shop
[poster circ with streets affected by project]**

Town Council noted date and time for major gas works surgery.

8181 Publications, Minutes, Etc [Displayed] – To Note available Town Council Office	
[A] NALC	Direct Info Service Issues 701,702
[B] Plus Publishing Service	Local Council's Update Issue 111/112
[C] Welsh Assembly Government	Local Govnt Partnership Scheme Report 07/08
[D] Môr Hafren Area Cttee	Agenda/Minutes 11.2.09
[E] Gwent Levels Flood Defence Alliance	Agenda/Mins 10.2.09

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

8182 Planning [Displayed]

A) Planning Applications Received

DC/2009/00123: Demolition of garage and porch and construction of two storey side extension
1 Keats Road, Caldicot **TC Approved**

DC/2009/00077: Revision to approved scheme under DC/2007/00551 to form a fifth two
bedroom end-of-terrace dwelling, Conygree, Pill Road, Caldicot **TC Approved**

B) Mon CC Planning Information

i) Planning Committee Agenda – 17.2.09 – for Information

Town Council noted the above Planning Information from Mon CC

Cllrs D Evans and R J Higginson declared an interest in Planning Matters

8183 Finance [Circ]

A) i) To Approve Updated Cheque List Schedule February 2009

Town Council resolved to approve the updated Cheque List Schedule as circulated.

ii) To Approve Updated Donations and Contributions Schedule February 2009

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

**iii To Consider Mon CC Request to Contribute £1,500 to move Bus Shelter at Deepweir
[b/f TC 16.2.09]**

Cllr A Easson updated Members in relation to the bus shelter at Deepweir.

Town Council resolved to accept Mon CC request to contribute £1,500 to move the bus shelter at Deepweir.

B) To Consider LGA 1972 Section 137 Applications for Grant [Circ]

i) Kidney Wales Foundation

Town Council considered grant application for donation from Kidney Wales Foundation.

It was resolved to donate £100 to Kidney Wales Foundation

Reference was made to the word 'grant' on the Application Form where 'donations' were requested.

It was resolved to amend the Application Form to reflect 'donation' as opposed to 'grant'.

C) Caldicot Chamber of Commerce – No Further Response Re: Cancellation of August Festival 2008 [b/f TC 28.1.09]

Town Council noted no receipts or signed accounts for cancellation of August Festival 2008 had been received to date.

It was resolved to send a further reminder to Caldicot Chamber of Commerce

8184 Items of Business Submitted by Members [Circ]

(1) Cllr J Marshall – To Consider Cemetery Forum

Cllr J Marshall requested Members consider the setting up of a Cemetery Forum to identify suitable sites for future burial spaces in Caldicot.

A lengthy discussion ensued and the following items were discussed:

- representatives to the Forum
- lack of burial space in the surrounding parishes
- field adjacent to Cemetery being earmarked for extension to the Cemetery
- surrounding parishes' intentions re future burial space
- Town Council Policy for double fees for non residents
- Rocky ground no longer considered an issue re: digging of graves
- Environment Agency involvement in obtaining suitable land for burial space

It was resolved to set up a cemetery forum to identify suitable sites for future burial spaces in Caldicot in accordance with the proposal from Cllr J Marshall.

(2) Cllr K Harris - To Consider Request for Dog Waste Bin in vicinity of Shelley Close, opposite Longfellow Road Bus Stop

Town Council considered a request for a dog waste bin in the vicinity of Shelly Close.

Reference was made to dog fouling along Sandy Lane. It was stated that Town Council required to consider the whole of Caldicot following the success of the installation of dog waste bins in areas of the town.

The Clerk advised Members that 3 posts were required for the remaining 3 dog waste bins.

It was resolved:

- i) to purchase 3 posts at a cost of £70 + VAT per post**
- ii) to request permission from Mon CC to install dog waste bins in the vicinity of Shelly Close and on the area of grass adjacent to the laundrette along Sandy Lane**

8185 To Approve Minutes/Recommendations of Twinning Committee 11.2.09 [Circ]

The Minutes of Twinning Committee 11.2.09 were approved as a true record.

A lengthy discussion ensued regarding the Draft Programme and the following items were discussed:

- Town Council previously agreed for 30 persons to visit with expenditure for the visit not to exceed the budget set aside of £5000

- Confirmation of revised numbers - 20 persons visiting
- Visit to Morières – September 08
- involvement of local groups and organisations
- programme to include more Caldicot involvement
- benefit to Caldicot
- suggestions for visits
- breakdown of costs for draft programme
- current economic climate
- Review of Twinning Policy at a later date

It was resolved to refer the Draft Programme back to Twinning Committee for inclusion of more local venues and proposed costs.

Cllr R J Higginson declared an interest in Caldicot Rugby Club

Proceedings were suspended to allow trustees to consider the following item:

8186 King George V Playing Fields [KGVPF] - Response from MCC Re: Footpaths [Circ]

Town Council noted correspondence from Mon CC in relation to footpaths at KGVPF.

It was resolved to request Mon CC Assistant Rights of Way Officer meet with Town Council to discuss this issue

- To Approve Notes KGVPF User Sub-Committee 16.2.09 [Circ]**
- To Consider Request from Caldicot AFC [Circ]**

The Notes of KGVPF User Sub-Committee 16.2.09 were approved.

It was resolved to move this item into Committee and to exclude the public and press from the meeting during this item in accordance with Section 100A of the Local Government Act 1972 on the grounds that it involves the likely disclosure of exempt information

A discussion ensued and the following items were discussed:

- Town Council decision to sell its machinery
- AFC stand
- reinstatement/treatments to pitches – responsibility of Caldicot AFC
- frequency of use of pitches
- Town Council pay for cutting of grass and trimming around goal posts
- application of chemicals to pitches
- spiking of fields 2/3 times per season - one-off costs agreed by Town Council - £60 + VAT
- contractor's schedule made up from previous groundsman's timesheets
- AFC to make own arrangements for additional works to pitches at its own expense
- Bowls club fees to Town Council

It was resolved to request if Caldicot AFC require the fields to be spiked at present at a one-off cost to Town Council of £60 per field.

With reference to a request from a member of public re: this matter it was agreed to refer the member of public to the Minutes.

Normal proceedings resumed

8187 Reports

a) Town Council Representatives on Outside Bodies

Cllr J Marshall updated Town Council on the recent Mon CC Cemetery Working Party meeting 24.2.09. Cllr Marshall referred to a draft report on Welsh Assembly Government Guidance/Management of Safety Memorials recommended visual/hand testing of memorials.

Cllr V Lloyd updated Members in relation to CAB stating it had been successful in obtaining extra funding for additional advice in light of the current climate. Cllr Lloyd stated additional 'drop in' surgeries were being held 10am – 1pm Wednesdays/Thursdays and 10am – 2pm Tuesdays.

It was resolved to request CAB advertise the additional opening times in Town Council noticeboard.

b) Governors

There were no Governors' reports

c) Other

There were no other reports

8188 Committee – It was resolved to exclude the public and press 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) To Consider Land KGVPF [b/f TC 28.1.09] [MCC Correspondence for Information Circ]**
 - a) Allotment Plots Rear Bowls Club – Rental/Greenhouse**
 - b) Fence – Rear Guides Hut**

It was resolved that the Clerk contact Mon CC to request the area of land at rear of bowls club be formally transferred to Town Council and update plot holders in relation to the allotment plots.

- 2) To Consider Quotation for Works to Playarea/Bowls Club Area [Circ]**

Town Council resolved to accept quotation from Willow Landscapes for works to playarea/bowls club area at a cost of £380 + VAT

- a) To Consider Correspondence WL Re: KGVPF**

Town Council noted the above correspondence.

- b) To Consider Quotation for Barrier/Pillars [b/f TC 28.1.09] – To Follow**

Town Council considered a quotation for the installation of barriers at KGVPF to prevent anti-social behaviour re: vehicles driving on the fields.

It was resolved:

- i) to investigate the feasibility of reinstating the gates to KGVPF and defer this matter to Town Council meeting 25.3.09**
- ii) to defer the issue of barriers to Town Council meeting 25.3.09**

8188 3) To Consider Quotations for Item of Play Equipment Children's Play Area [b/f TC 28.1.09] – [Financial Year 2009/10]

Town Council considered 3 tenders for an identical piece of additional play equipment at KGVPF

It was resolved to accept tender from Taylor Made Play Equipment for £7,221 + VAT subject to suitable references and Certificate.

4) To Consider Quotation Re: Town Council Noticeboard [Ref: Health & Safety Committee 15.12.08] [b/f TC 28.1.09]

Town Council resolved to accept quotation for £1,612 + VAT from Metrosigns for replacement noticeboard in town centre

It was further resolved to accept quotation for £50 + VAT from Mon CC to install the above noticeboard.

5) To Consider Quotations Re: Town Council Building

a) Inner Door/Hatch [Ref: H&S Committee 15.12.08] [b/f TC 28.1.09]

Town Council accepted quotation from Alpha Alarms for £160 + VAT for works to internal entrance door at Town Council building

Town Council accepted quotation from Alpha Alarms for £380 + VAT for replacement hatch to Town Council office

b) Office Security – To Replace Door Combination Lock/Recorder

Town Council accepted quotation from Alpha Alarms for £145 + VAT for supply and fit of security lock to Town Council office door

Town Council accepted quotation from Alpha Alarms for £320 + VAT for supply and installation of DVR security recorder at Town Council office and external camera to outside of building

c) Fire Risk Assessment – [Ref: H&S Cttee 15.12.08] b/f TC 28.1.09

Town Council considered quotation from Alpha Alarms for preparation of Fire Risk Assessment on Town Council Building.

A discussion ensued regarding the existing fire risk assessment.

Town Council resolved to request Mon CC prepare a Fire Risk Assessment for Town Council building as a result of the kitchen area being leased back to Mon CC.

6) To Consider Quotation Re: Town Council Website [b/f TC 28.1.09]

Town Council considered correspondence in relation to website design following recommendation by local Town and Community Councils.

It was resolved that Members consider the demonstration of a website, available in Town Council Office.