

CALDICOT TOWN COUNCIL

Sandy Lane
Caldicot

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

Present: Cllrs: D Evans, Mayor
P Watts, Deputy Mayor
C Ashwin
D Ashwin
J Bond
A Easson [7 pm]
K Harris

R J Higginson
J Haskey [left 9.10pm]
V Lloyd
R Stewart [left 8.45pm]
K Thomas
S Webb

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

8019 Apologies

Apologies were received from Cllrs J Daniels J Marshall, M Stevens

8020 Suspended Proceedings – Fairtrade Wales

Town Council accepted a Fairtrade Presentation from Kate Meakin of Fairtrade Wales. Miss Meakin responded to Members' questions and explained the criteria for becoming a Fairtrade Town. Town Council would require passing a resolution in support of Fairtrade and local shops, organisations and interested members of the community would require to form a Fairtrade Steering Group in the Town. Leaflets were distributed to Members.

It was agreed to agenda a resolution in support to Fairtrade Wales and nomination of Town Council representative for Town Council meeting 29.4.09.

8021 Open Forum for Public Participation

The following issues were discussed:

- Recording of Proposers and Seconders in Town Council minutes
- Anti social behaviour at Cas Troggy Park
- Policing in the town
- Police PACT meeting – Caldicot Methodist Church, Tuesday 21st April 2007 at 11am

8022 It was resolved to accept an urgent item of business onto the agenda

Section 14 – Road Traffic Regulation Act

Kestrel Close/Swallow Drive/Swan Close/Heron Road/Osprey Drive/Lapwing Avenue/Blackbird Road, Caldicot – Temporary Road Closures

Town Council noted the above temporary road closure 20th April 2009 for a period of 4 weeks between 9.00am – 15.30pm

8023 Declarations of Interest – Forms to be completed and identified under the relevant item

Cllr R J Higginson declared an interest in Min 8026 (3), (6), (11), (15), (19)

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

Cllr D Evans declared an interest in Min 8026 (3)

Further declarations of interest to be identified under the relevant item

8024 To Approve the Minutes of Full Town Council Meeting 25th February 2009 [Circ]
a) Mayor to Sign the Minutes

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

8025 To Approve the Minutes of Planning Committee held 10th March 2009 [Circ]
a) Mayor to Sign the Minutes

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

8026 Correspondence [Circulated unless marked*]

- (1) One Voice Wales To Consider Renewal of Membership 2009/10**

Town Council resolved to renew its membership with One Voice Wales for 2009/10

- (2) Democratic Services Officer, MCC Re: Satellite Navigation Working Group - Response Requested by 26.3.09**

It was resolved that Members forward any observations and views regarding satellite navigation to Mon CC via the Clerk.

- (3) Mon Housing Association [MHA] To Consider Response re: Address to Town Council**

Town Council considered correspondence from the Area Housing Manager, MHA regarding a further address to Town Council

A discussion ensued and the following items were discussed:

- Report back to Town Council on review
- Public involvement in asking questions
- Tenants representation and involvement in the running of MHA
- Roaming warden
- Care line
- Tenants voting for the transfer of housing stock to MHA
- Independent advisor, appointed by the tenants, employed during consultation period
- Questions to Clerk prior to proposed address by Michelle Morgan
- 6pm meeting start under suspended proceedings

Cllr R J Higginson offered information to Members in this matter but took no part in the discussion.

Cllrs D Evans and R J Higginson declared an interest in this matter

- (4) Jessica Morden MP To Note Response re: West End Post Office**
(4a) Post Office Ltd To Note Response re: West End Post Office
(4b) Jessica Morden MP To Note Further Response re: West End Post Office

Town Council noted correspondence (4) – (4b) above in relation to the temporary closure of West End Post Office

- * (5) Caldicot Town AFC Twinning Cttee To Note Appreciation for £250 Donation**

Town Council noted the appreciation for donation from Caldicot Town AFC Twinning Committee.

8026 (6) Care & Repair Monmouthshire

To Consider Presentation to Town Council

Town Council considered the above correspondence and acknowledged that the services available from Care and Repair Monmouthshire were directed to persons over 75 years. It was considered beneficial to receive a presentation in order that Members could convey any relevant information to elderly constituents.

It was resolved to request Care & Repair Monmouthshire address Town Council in May 09.

Cllr R J Higginson declared an interest in this matter

(7) Resident

Re: Additional Flagpole

Town Council considered correspondence from a resident in relation to the additional flagpole at Town Council building being higher than the existing flagpole.

Cllr V Lloyd read out information she had obtain from the Department of Media, Culture and Sport website in this matter.

A discussion ensued and Members agreed that the flagpoles should be the same height.

It was resolved to write to Caldicot Chamber of Commerce & Trade to request the flagpole be lowered to the same height as the existing flagpole.

*** (8) Allotment Plot Holder**

Request for Tool Store – Plot 42 S/L

Town Council resolved to permit a tool store at Plot 42 Sandy Lane allotments

(9) Severn Estuary Partnership

Re: Severn Estuary Shoreline Management Plan Review (SMP2)

Town Council noted correspondence from Severn Estuary Partnership in relation to assessment of the risks associated with coastal processes – the way that the coastline changes over time.

(10) One Voice Wales

eTrading for Community and Town Councils

Town Council noted correspondence from One Voice Wales in relation to eTrading for Community and Town Councils.

(11) Area Services Manager, Mon CC

Re: English Civil War Society (ECWS) – Proposed Re-Enactment – Response Requested

Town Council considered correspondence from Mon CC requesting its views in principle of holding a major event in the Castle and Countryside Park in 2010, which would require community support and financial commitment from Town Council and the Chamber of Commerce.

It was resolved to request the Area Services Manager, Mon CC address Town Council with further information in this matter.

Cllrs A Easson and R J Higginson declared an interest in this matter

8026 (12) Area Services Manager, Mon CC

Re: Caldicot Market – Response Requested

Town Council considered correspondence from Mon CC requesting its views in relation to a Saturday market being held in the town centre for a trial period of 2 months from 4th April 2009.

A discussion ensued and the following items were discussed:

- Lack of consultation with Town Council
- Potential detrimental effect to existing shops
- Inclusion of local organisations' stalls
- Parking issues
- Market stalls near to cash points
- Removal of Shopmobility cabin

The Mayor, Cllr D Evans, stated he would speak to the Area Services Manager in relation to parking issues.

It was resolved to convey Town Council's concerns re: parking issues to Mon CC.

(13) Network Rail

Essential Track Renewal Work: STJ

Town council noted correspondence in relation to planned improvement works in the Severn Tunnel Junction area.

(14) Gwent Community Health Council

Consultation: Proposals on the future of Community Health Councils in Wales – Response Requested

Town Council considered correspondence and briefing paper on the proposals on the future of Community Health Councils in Wales.

It was resolved to support the concerns raised by Gwent Community Health Council, particularly in relation to the loss of member numbers and the disenfranchisement of the current Area Committees.

(15) Mon CC

Memorandum of Understanding to deal with Spontaneous Events (Raves) – Response Requested

Town Council noted the Memorandum of Understanding to deal with spontaneous events (raves) from Mon CC

Cllr R J Higginson declared an interest in this matter

(16) CCTV Development Officer, MCC

Re: CCTV

Town Council noted correspondence from the CCTV Development Officer regarding the temporary use of the rapid deployment CCTV camera covering the car park at Brookside.

It was requested if the CCTV camera could be used at Cas Troggy park, if successful at Brookside.

Cllr R J Higginson declared an interest in this matter

DC/2009/00200: Rear Conservatory – 34 Lapwing Avenue, Caldicot **TC Approved**

DC/2009/00231: Change of use from hair dressing salon to 1 bed self contained flat on 1st floor; structural work required – First Floor, 2 Chepstow Road, Caldicot **TC Approved**

DC/2009/00232: Conservatory – 14 Lapwing Avenue, Caldicot **TC Approved**

DC/2009/00250: Convert garage to residential accommodation – 12 Budden Crescent, Caldicot **TC Approved**

B) Mon CC Planning Information

i) Approval of Planning Permission

DC/2008/01278: Outline Planning Permission – Proposed building plot for 1 no detached house and garage – Land at 33 The Avenue, Caldicot **TC App 9.12.08**

DC/2008/01338: Extension to main building for storage – Choir Hall, Mill Lane, Caldicot **TC App 13.1.09**

DC/2008/01427: New refrigeration unit to side of existing store plus hit and miss screen fence/gate – 180 Newport Road, Caldicot **TC App 28.1.09**

DC/2009/00067: Proposed dormer extension to side of existing dwelling – 24 Castle Lea, Caldicot **TC App 10.2.09**

ii) Planning Committee Agenda – 17.3.09 – for Information

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

1029 Finance [Circ]

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

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

ii) To Approve Updated Donations and Contributions Schedule March 2009

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

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

i) Caldicot Castle Stewards

Town Council considered grant application for £600 from Caldicot Castle Stewards for the creation of a tapestry of Caldicot

It was stated that no accounts were available due the group being newly formed.

It was resolved to donate £600 to Caldicot Castle Stewards from Town Council Reserves

Cllr P Watts declared an interest in this matter

ii) Caldicot Community Carnival

Town Council considered grant application from Caldicot Community Carnival for the organisation of Caldicot Community Fayre [previously Caldicot Carnival].

It was resolved to donate £2,000 to Caldicot Community Carnival.

Cllrs D Evans and P Watts declared an interest in this matter

C) Caldicot Community Carnival – Notice of intent to refund £1,000 donation [Circ]

The Mayor, for information, advised that the £1,000 refund had been banked by Town Council and that audited accounts from Caldicot Community Carnival, showing a balance of £396.21 had been submitted to the Clerk.

Cllrs D Evans and P Watts declared an interest in this matter

D) Caldicot Chamber of Commerce – No Response Re: Cancellation of August Festival 2008 [b/f TC 25.2.09]

Town Council noted no response from Caldicot Chamber of Commerce following its requests for receipts for August Festival 2008, together with signed accounts.

Reference was made to the end of financial year 31.3.09 and the necessity of signed accounts for the forthcoming audit.

It was resolved to further request Caldicot Chamber of Commerce provide receipts for £1,000 and signed accounts as soon as possible for audit purposes.

1030 Items of Business Submitted by Members [Circ]

(1) Cllr A Easson – Public question time at Council meetings

Cllr A Easson requested Town Council consider a review of the 30 minutes for Public Open Forum.

A lengthy discussion ensued and it was stated that the length of time for Public Open Forum was at the discretion of the Mayor and Members should support the Mayor in this regard.

It was resolved to note Cllr Easson's correspondence and continue with 30 minutes for Public Open Forum at the discretion of the Mayor.

1031 To Arrange a Meeting of Cemetery Forum

It was resolved that the Mayor and Clerk arrange a meeting of the Cemetery Forum.

1032 To Note No Planning Committee Meeting 14.4.09 [Easter]

Noted

1033 To Note No Grassed Area to Accommodate Dog Bin in vicinity of Shelly Close [TC 25.2.09]

It was resolved that West End Ward Members liaise with the Clerk in this matter

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

1034 King George V Playing Fields [KGVPF]

a) To Approve Notes of meeting with Mon CC Public Rights of Way Officer 9.3.09 [Circ]

The Notes of meeting 9.3.09 were approved as a true record.

A discussion ensued regarding the history of ownership and Mon CC records in relation to the footpaths at KGVPF.

It was resolved to request Mon CC Public Rights of Way Officer meet again with Town Council in this matter

Normal proceedings resumed

1035 Reports

a) Town Council Representatives on Outside Bodies

There were no reports to Town Council

b) Governors

Town Council was advised of the official opening of Castle Park Primary School on 3.4.09 to be conducted by Jessica Morden MP

c) Other

There were no other reports to Town Council

Standing Orders were called for 10 minutes

1036 Committee – To consider exclusion of 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 Barrier/Pillars [b/f TC 25.2.09]

a) Quotation for Reinstatement of KGVPF Gates [Circ]

A discussion ensued regarding the proposed reinstatement of KGVPF gates to prevent unauthorised vehicles accessing and driving on the playing fields.

It was resolved:

- i) to accept quotation from RCL to reinstate gates at KGVPF at a cost of £200**
- ii) to install bolts/rings to allow for the gates to be permanently locked open for time being**

2) Newland Rennie Wilkins – Quotation re: Sale of Assets [Circ]

A discussion ensued regarding the sale of Town Council assets at auction 18.4.09.

It was proposed that Town Council accept quotation for removal/transport of Town Council assets to auction at a cost of £400. A vote ensued: [For – 6: Against – 2: Abstentions - 4].

The proposal was carried

It was resolved to accept quotation from Newland Rennie Wilkins for removal/transport of Town Council equipment and tools from its compound in preparation for auction on 18.4.09 at a cost of £400

Cllr D Ashwin requested his vote against the proposal be recorded

Cllr P Watts declared an interest in this matter

- 1036 3) Re: Fire Risk Assessment on Town Council Building [b/f TC 25.2.09]
a) To Consider Quotations [Circ]**

Town Council resolved to accept quotation from Alpha Alarms for Fire Risk Assessment on Town Council Building at a cost of £250

The meeting closed at 9.10pm

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Mayor/Deputy Mayor