

CALDICOT TOWN COUNCIL

Sandy Lane
Caldicot

**Minutes of meeting of Caldicot Town Council held at 6.30pm on Wednesday 25th April 2007
at Caldicot Day Luncheon Centre**

PRESENT:

Cllrs J Daniels, Mayor	R J Higginson
D Ashwin	G Jenkins
C Babb	D Jones
E Davies	J Marshall
A Easson	P Tidmarsh
D Evans	K Thomas
J Haskey	

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

7840 Apologies

Apologies were received from Cllrs W Edwards, R Stewart, Insp J Smith

7841 To Suspend Proceedings – Mr A Keep, Director of Lifelong Learning and Leisure

Proceedings were suspended to allow Mr A Keep to address Town Council following it's request for costs to consider sponsoring an extension of opening hours at Caldicot Castle during October 2007.

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

7842 Declarations of Interest – To Be Identified Under the Relevant Heading

The Mayor requested declarations of interest be identified under the item being discussed.

Cllr J Marshall withdrew item 20(a) from the agenda

7843 Open Forum for Public Participation [15 Minutes - Mayor's Discretion]

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

- Items of complaint being placed on Town Council agenda
- Purchase documents re: Caldicot Castle
- Bus bay at Longfellow Road

7844 To Approve the Minutes of Full Town Council Meeting 28th March 2007 [Circ]

The Minutes were approved as a true record.

a) Mayor to Sign the Minutes

The Mayor signed the Minutes

7845 To Approve the Minutes of Special Meeting 5th April 2007 [Circ]

The Minutes were approved as a true record.

a) Mayor to Sign the Minutes

The Mayor signed the Minutes

Reference was made to Full Town Council meetings being held after 6pm.

7846 To Ratify Decisions of Plenary Powers for Plans Received Over Easter Holiday Period

**DC/2007/00261: Porch Extension and Internal Alterations, 42 Mill Lane Caldicot –Approved
[Cllrs JD, DA, DJ – 5.4.07]**

Town Council ratified the above decision made under plenary powers.

7847 Ongoing/Outstanding Issues:

i) Dog Fouling Bins – 11 Bins ordered - awaiting approval for siting from Mon CC

The Mayor advised Members of a recent site visit in relation to the proposed siting of additional dog bins and stated the areas at the end of Pill Row/bypass and the park at Heol Towy were not on Mon CC land.

A discussion ensued and Members suggested alternative sites for the two dog bins.

It was resolved to substitute Pill Row/Bypass and Heol Towy Park sites with Bypass/Chepstow Road [on land near to post box, away from proposed new “Welcome to Caldicot” signs] and Orchard Close [near footpath, West End]

ii) ‘Welcome to Caldicot’ signs – to be installed a.s.a.p.

Noted

iii) Floral Displays – ongoing

Noted

iv) Road Issues - See correspondence 9 (4), (5) below

7848 Correspondence [Circ unless marked*]

(1) Round the Horn Jazz Society Request for Donation

Town Council considered a request for donation for the Jazz Festival 2007.

It was resolved to request a balance sheet in respect of the Jazz Festival 2007 for consideration in this matter.

Cllr A Eason declared an interest in this matter and withdrew from the meeting

7848 (2) Caldicot Youth Group

Appreciation for Donation for £3,000

Town Council noted the appreciation for donation for £3,000 from Caldicot Youth Group.

It was resolved:

- i) to commend Ms Kerry Griffiths on her efforts for the youth of Caldicot**
- ii) request an update on the project from Ms Kerry Griffiths in three months**
- ii) to request a breakdown of labour and materials in this matter.**

Cllrs D Ashwin, J Daniels, D Evans and R J Higginson declared an interest in this matter.

(3) Mon CC

**Unitary Development Plan Supplementary
Planning Guidance – Affordable Housing**

Town Council noted correspondence from Mon CC advising that the Council has now formally adopted the document as SPG to the Monmouthshire Unitary Development Plan and that copies are available from Mon CC or on the Council's website.

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

Cllr D Ashwin declared an interest in all Mon CC matters.

(4) Mon CC

Road Safety Strategy 2007/08

Town Council considered correspondence (15) in conjunction with this item.

Cllr J Marshall referred to traffic issues in Station Road and requested Town Council support his request for Mon CC to consider shaving a small amount of the common land at Station Road to alleviate congestion in the area and to allow for emergency service vehicles.

Reference was made to a recent incident at Station Road, where the attendance of emergency vehicles was made difficult and a build up of traffic for 30 minutes.

Town Council noted the correspondence from Mon CC stating it will shortly be considering any changes to the priorities list for the coming year and that any representations for changes should be made via the relevant Ward County Councillor.

It was stated that County Councillors should support what the people of Caldicot need in this matter rather than personal issues.

It was resolved to request Mon CC consider shaving a small amount of the common land at Station Road to alleviate congestion in the area and to allow for emergency vehicles

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

(5) Mon CC

Re: Pelican Crossing at Deepweir

Town Council considered correspondence from Mon CC referring Town Council's request for a pelican crossing at Deepweir to County Councillors to support the scheme at the Area Committee and that most of the funding 2007-08 was provisionally allocated to completion of schemes designed in 2006-07.

Concern was expressed at the increased costs of £35-£40,000 for the proposed pelican crossing. The Clerk advised that Town Council had agreed in principle to a partnership of £17,500 maximum for the crossing and that actual costs would require to be agenda'd before financial consideration could be made.

It was resolved to carry this item forward under Ongoing/Outstanding Issues.

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

7848 (6) Mon CC

Directional/Tourists Sign, Caldicot Castle

Town Council considered correspondence from Mon CC stating any new or replacement signing would need to be funded by the Museums & Castles service.

The Clerk advised Members that Mon CC had viewed and photographed the existing sign.

It was resolved to carry this item forward under Ongoing/Outstanding Issues.

Cllr R J Higginson declared an interest in this matter.

(7) One Voice Wales

**A Shared Responsibility – Local Govt
Contribution to Improving People’s Lives
[Summary – See Publication A]**

Town Council noted correspondence and summary of ‘A Shared Responsibility’ from One Voice Wales and that the complete document was available in Town Council office.

(8) Mon CC

**Town & Community Council Liaison Meeting
– 16.5.07 at Cttee Room 1, County Hall**

Town Council agreed that the Deputy Mayor and Clerk, if available, attend the above Town & Community Council Liaison meeting.

(9) GAVO

**Launch of Ring a Ride ‘Accessible Community
Transport – 10am on 8.5.07 at Caldicot Market**

Town Council noted the invitation to the above launch of Ring a Ride ‘Accessible Community Transport

(10) Cllr A Easson

Dogs and Dog Fouling

Cllr A Easson requested Town Council’s support to request Mon CC enact a bye-law making it illegal for dog owners to let their dogs off leads.

A discussion ensued regarding Mon CC employing one dog warden throughout the county.

A copy of the ‘Clean Neighbourhoods and Environment Act 2005’ was circulated at the meeting for Members to take away and peruse.

It was resolved to carry ‘Clean Neighbourhoods and Environment Act 2005’ forward to Town Council meeting 30.5.07 for consideration

7848 (11) Cllr A Easson

Road Damage - Park Road

Cllr A Easson referred to the road damage caused by the 'sleeping policemen' in Park Road.

It was resolved:

- i) to refer this matter to Mon CC and request this item be investigated to reduce road wear with a view to it being added to the Road Safety Strategy**
- ii) to carry this item forward under Ongoing/Outstanding Issues**

(12) Cllr A Easson

Dropped Kerbs – Sandy Lane

Cllr A Easson referred to the lack of dropped kerbs along Sandy Lane and requested a meeting with residents in this regards.

A discussion ensued and it was stated that three dropped kerbs had recently been installed along Sandy Lane.

It was stated that dropped kerbs required to be opposite each other on either side of the road.

It was resolved to request Mon CC inspect dropped kerbs along Sandy Lane to ensure they are equally matched on either side of the road.

(13) Cllr J Marshall

Bus Timetables

Cllr J Marshall requested bus timetables be installed at bus stops around Caldicot and referred to the 'electronic digital system' advising only of the next bus due and not cancellations or delays.

A discussion ensued and it was requested if a copy of the timetable could be placed in Town Council noticeboard. It was stated that bus timetables were available at One Stop Shops, libraries, tourist information offices and Town Council office and that persons frequently using public transport would make the effort to obtain a copy of the timetable.

It was resolved:

- i) to request Mon CC place timetables in bus stops**
- ii) to request further information in relation to the electronic digital system**

(14) Cllr J Marshall

Widening of Highway – Station Road

See item (4) above

(15) Mon CC

Local Transport Guides

Town Council noted correspondence from Mon CC advising of changes that have taken place with the distribution of Mon CC's Local Transport Guide (public transport booklet) - See (13) above

It was resolved to request Mon CC place a notice in bus stops advising where copies of the timetables are available for collection.

Town Council referred to a question posed in Public Open Forum regarding the length of the bus bay at Longfellow Road.

Reference was made to the increased length of new buses.

It was resolved to request Mon CC meet with Ward Councillors and relevant residents in this matter.

(17) Cllr P Tidmarsh

See 17(a), (b), (c)

(17a)

Proposed 20mph Zone Castle Lodge Crescent

Cllr P Tidmarsh referred to speeding vehicles and a recent road traffic accident at Castle Lodge Crescent and Castle Lodge Close and requested Mon CC consider making this area a 20mph traffic zone.

It was resolved to request Mon CC consider 20mph speed limit at Castle Lodge Crescent and Castle Lodge Close.

(17b)

**Disabled Access to Caldicot Castle
Countryside Park**

Cllr P Tidmarsh referred to disabled persons using powered scooters and wheelchairs experiencing difficulty in accessing Caldicot Castle Country Park from Castle Lodge Crescent.

It was stated that the design of the stile/gate currently in place at the above entrance had been modified.

It was resolved to request Mon CC modify the access to Caldicot Castle from Castle Lodge Crescent to allow for larger disabled vehicles.

(17c) Proposed Bus Shelters

Cllr P Tidmarsh referred to increased use of public transport as a result of the Welsh Assembly Government policy re: free bus transport and to promoting the use of public transport and proposed Town Council purchase four bus shelters to be sited as follows:

- Caldicot bypass near Durand School (Newport direction)
- Chepstow Road near the Tippling Public House (Newport direction)
- Green Lane (Newport direction)
- Longfellow Road near Station Road (Bristol direction)

A discussion ensued and reference was made to Town Council's budget for bus shelters. It was stated that at certain sites one bus shelter would serve two bus stops.

It was resolved to agree in principle to fund four new bus shelters [as above] and to request firm costs from Mon CC in this matter

Cllr R J Higginson declared an interest in this matter.

7848 (18) Local Health Board [LHB]**Re: Grayhill Surgery Newsletter**

Town Council noted correspondence from LHB stating the Grayhill Surgery newsletter is now available at the surgery and that LHB no longer requires to be involved in communications between Grayhill Surgery and Town Council.

A discussion ensued and it was considered that LHB should continue to be involved in communications between Grayhill Surgery and Town Council if only for information purposes.

Reference was made to the follow-up meeting with Grayhill Surgery being overdue with no proposed new date being forthcoming.

It was resolved:

- i) to write to Grayhill Surgery to request a date for the follow-up meeting, to include actions points from the previous meeting on the agenda and request who will be chairing the meeting, and copy the request to LHB**
- ii) to carry this item forward under Ongoing/Outstanding Issue**

(19) Mon CC

**Draft Public Rights of Way Improvement Plan
[Circ] [Assessment Report TC office (68 pages)]
– Consultation by 22.6.07**

Town Council considered the above consultation document.

Cllr A Easson updated Members in relation to U3A's involvement in this matter.

It was resolved that Ward Councillors consider footpaths in their wards and report any concerns to Ruth Rourke, Principal Countryside Access Officer, Mon CC.

Cllr R J Higginson declared an interest in this matter.

7849 Publications, Minutes, Etc [DISPLAYED]

[A] Welsh Assembly Government	“A Shared Responsibility”
[B] NALC Direct Information Service	Issue Nos 653, 654
[C] Plus Publishing Services	Local Council's Update Issue No 90
[D] Caldicot Regeneration Group	Mins 20.2.07, 21.3.07, 11.4.07
[E] Severnside Area Cttee	Agenda/Mins 4.4.07
[F] Community Health Council	Agenda/Mins 4.4.07
[G] Western Power Distribution	Quality of Supply Report 2006
[H] Shelter Cymru	Newsletter Spring/Summer 2007
[I] STRI	Bulletin – April 2007
[J] Local Health Board	Clinical Futures Bulletin, Issue 3
[K] Health Challenge Wales	Spring 2007
[L] GAVO	Monmouthshire Network – Spring 2007
[M] The Local Channel	March 2007
[N] Play for Wales	Spring 2007
[O] One Voice Wales	Agenda/Mins 19.4.07

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

7850 Planning [Displayed]

A) Planning Applications

DC/2007/00186: New canopy/covered area to south east elevation/side entrance – The Haywain, Sandy Lane, Caldicot **TC Approved**

DC/2007/00320: Retrospective Planning for garden wall fronting the highway more than 1 metre high (brick wall and fence above erected 4 years ago) and extension of wall and fence to front line of bungalow – 1 Usk Close, Caldicot **TC Refused***

***Planning Regulation of 1m high fence fronting a highway to be adhered to**

Cllr A Easson declared an interest in Plan DC/2007/00320 and withdrew from the meeting

DC/2007/00336: Demolition and construction of 2 storey building comprising 36 (category 2) sheltered apartments for the elderly with ancillary lodge managers accommodation, guest suite, communal facilities, buggy store, landscaping, car parking and access – 125 Newport Road, Caldicot **TC Refused***

- **Insufficient Parking**
- **Access issues onto main road/traffic lights**

Cllrs E Davies and D Jones declared an interest in Plan DC/2007/00336

B) Mon CC Planning Information

(i) Public Health Act 1925 – street Naming and Numbering New House:

Location: Conversion of outbuilding to Granny Flat at ‘Upper House’, Church Road, Caldicot NP26 4HT – *‘The Old Stables’, Church Road, Caldicot NP26 4HT*

(ii) Mon CC Planning Agenda 3.4.07, 24.4.07 – For Information

Town Council noted Planning information (i) and (ii) above from Mon CC.

7851 Finance [Circ]

a) Cheque List Schedule to 31.3.07

The Clerk clarified cheque no 501445 to Cllr P Tidmarsh

Town Council approved the updated cheque list schedule to 31.3.07

It was agreed that Tendering Committee review cover for the Groundsman.

b) Cheque List Schedule 1.4.07

Town Council approved the cheque list schedule from 1.4.07 to date

c) Donations and Contributions Schedule Update

Town Council approved the updated Donations and Contributions Schedule

7852 To Consider Financial Contribution to Caldicot Castle Opening October 2007

a) Cllr A Easson Report on meeting with Mr A Keep, Director Lifelong Learning & Leisure 6.3.07 and 11.4.07 [Circ]

Cllr A Easson updated Members on the above meetings held at County Hall.

Reference was made to a comment made in the public open forum regarding the “original document” which prevented Town Council from contributing to the costs of the castle.

Members requested clarification from Mon CC that “partnership” referred to any proposed contribution from Town Council towards extended the opening hours only and not to the future management and running of the castle.

Reference was made to Cllr Liz Hacket-Pain’s address to Town Council and to Mon CC’s strategic business plan for the castle.

Members considered the castle was insufficiently promoted and requested what proposed events were planned for the castle during October, together with firm costs for the extended opening period.

Members agreed in principle to support the extension of opening hours of Caldicot Castle subject to further information on the above issues being received in writing from Mon CC.

It was resolved to defer this item to Planning Committee pending further information and costs from Mon CC.

Cllr A Easson declared an interest in this matter

7853 Day Luncheon Centre Voluntary Committee [DLCVC] [b/f TC 28.3.07] [Circ]

a) To Consider TC Subsidy for 2006/2007 [Ref: Auditor letter accepted TC 28.3.07]

This item was deferred pending consideration of (b) and (c) below.

b) Correspondence from Morgan Cole Solicitors

c) Correspondence from TC Insurers

Members stated that Town Council should consider the advice from its solicitor and insurers and in this respect it was proposed and seconded that DLCVC disband and Town Council take on the hiring out of its own building.

The Mayor referred to DLCVC meeting called to discuss Town Council’s intentions. It was stated that Town Council representatives should be advising DLCVC of its concerns and decision to take back the running of DLC. The meeting was advised that although all Town Council representatives were present at the meeting the quorum required for a co-opted member to be present, of which only one co-opted member existed on the Committee. Town Council was unhappy with this situation.

The Clerk was requested to advise Town Council in this matter. The Clerk advised she was only Secretary to DLCVC but the issue of insurance had serious implications for Town Council as it appeared that although Town Council had insurance in place it did not cover DLCVC to hire out the building.

Cllr P Tidmarsh, Chairman of DLCVC stated the hiring out of Town Council building by DLCVC had been in place for many years.

The Mayor referred to the serious issue of insurance and Members considered the issue should be resolved immediately.

A discussion ensued and it was recommended that hirers of DLCVC take out their own insurance whilst using the building. It was requested if it was feasible for DLCVC to contact hirers to advise them in this regard. Cllr A Easson stated he had booked the room for a meeting and questioned if his meeting would be covered by insurance. It was further recommended that all hire of the room be suspended until such time as DLCVC could arrange for insurance.

The Clerk advised that she had clarified with the insurance company that Town Councils' insurance covered the hiring out of the building to non-profit making groups. In this regard it was questioned why Town Council was not hiring out the building.

It was resolved that Town Council take over the hiring out of DLC in the interim period of convening an urgent meeting of DLCVC within 28 days

d) DLCVC Minutes 24.4.07 [To Follow]

Town Council noted no quorum for DLCVC meeting 24.4.07.

Cllr R J Higginson declared an interest in DLCVC

7854 To Approve Minutes/Recommendations of Tendering Sub Committee 5.4.07

Town Council approved the above Minutes and accepted the recommendations of Tendering Committee 5.4.07.

7855 CCTV [Circ]

a) Correspondence Mon CC

Town Council noted correspondence from Mon CC advising that the future of CCTV is under review as a result of two Town Councils formally withdrawing funding contribution towards the scheme.

It was resolved to request Mon CC issue a press statement in relation to CCTV.

Cllr R J Higginson declared an interest in this matter.

b) Final Reminder for £11,500 received 19.4.07

Town Council noted final reminder for £11,500 received for 2006/07 and reiterated its decision not to make payment.

Standing Orders were called for 15 minutes

7856 To Note Annual Meeting - Tuesday 22nd May 2007, 6.30pm at DLC

It was stated that the Installation of the Chairman, Mon CC was taking place on the same evening.

It was resolved that the Mayor re-arrange the date for the Annual meeting and advise Members accordingly.

7857 Reports

a) Town Council Representatives on Outside Bodies

Cllr P Tidmarsh advised Members that Caldicot School had a delegation of French students visiting from Morières and that the Twinning Association had paid for a disco with food for the delegation. Another event had also been arranged for the following Sunday.

b) Governors

There were no Governors' Reports.

c) Mon CC Cemeteries Working Group Minutes 15.11.06, 22.3.07 [Circ]

Cllr J Marshall updated Members in relation to the above Mon CC Cemeteries Working Group meetings stating that the comments made on page 1 (2.0) of the Minutes of 22.3.07 were personal to himself and not the view of Town Council. Cllr Marshall stated he would request the minutes be amended to reflect this.

Cllr R J Higginson stated, for information, Mon CC had reconsidered its original proposals in relation to increased burial fees.

d) Other

Cllr J Marshall referred to a leaning headstone in Caldicot Cemetery which he considered to be "noticeably unsafe" and requested Town Council safety test the headstone. The Clerk advised Members that the Groundsman had looked at the headstone which, in his opinion, was considered to be safe. It was stated that the Groundsman had not been trained to inspect headstones.

Cllr Marshall requested an urgent meeting of Town Council Health and Safety Committee be called to consider the safety of the headstone.

It was stated that the owner of the headstone should be notified and requested to make the headstone safe.

Cllr Marshall stated that the headstone presented a trip hazard as a gaping hole had appeared around the headstone.

It was proposed and seconded that Town Council safety test the headstone in question. A vote ensued: 5 For: 3 Against.

It was resolved to safety test one headstone in Caldicot Cemetery.

The Clerk was requested to seek advice from Mon CC in relation to the testing of the headstone.

Proceedings were suspended to allow Town Council as trustees of KGVPF to consider the following item:

7858 King George V Playing Fields [KGVPF] [Circ]

a) Correspondence Caldicot AFC/Accounts [b/f 28.3.07] – Request for Contribution for re-instatement works

Town Council considered accounts submitted by Caldicot AFC together with a request for payment of quotation for £2,424.50 for end of season works to KGVPF.

A Member requested Town Council contribute the required amount by Caldicot AFC as a “one-off” payment.

It was stated that the accounts submitted were not up-to-date and that Town Council should require three quotations to be considered by Tendering Sub-Committee.

It was further stated that the ‘Agreement for Caldicot AFC use of KGVPF’ [TC 10.8.04] allowing Caldicot AFC responsibility of the “enclosed pitch” should be pointed out to Caldicot AFC. Certain Members were unhappy that reinstatement works to KGVPF, had now fallen back on Town Council.

It was stated that Town Council was ultimately responsible for the maintenance of KGVPF and any works to KGVPF were to be carried out under the auspices of Town Council with payment direct to the Contractor.

It was proposed and seconded that Town Council accept the tender for reinstatement works.

It was requested that Caldicot AFC provide an up-to-date set of accounts for further consideration. The Clerk referred to Town Council’s request for properly audited accounts which would not be currently up to date.

Due to insufficient time to fully consider this matter, it was resolved to carry forward this item to Planning Committee 8.5.07

b) Quotation for Bowls Green Hedge [not part of Bowling Green Contract]

Due to insufficient time this item was not considered.

7859 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

a) Cllr J Marshall Correspondence

This item was withdrawn from the agenda

The meeting closed at 9.20pm

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Mayor/Deputy Mayor