

## CALDICOT TOWN COUNCIL

### Minutes of Caldicot Town Council held at 6.30pm on Wednesday 25<sup>th</sup> June 2008 at Caldicot Day Luncheon Centre

**Present:** Cllrs: D Evans, Mayor  
C Ashwin [left 9pm]  
D Ashwin [left 9pm]  
J Bond  
J S Daniels  
A Easson  
K Harris  
J Haskey [left 8.30pm]  
R J Higginson  
V Lloyd [left 9pm]  
J Marshall  
M Stevens  
R Stewart [left 9.05pm]  
S Webb

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

#### 8068 Apologies

Apologies were received from Cllrs A Perrett, K Thomas, P Watts

**Town Council resolved to send a letter to Cllr K Thomas to wish him a speedy recovery.**

Cllr M Stevens thanked Members for their help and support during her recent bereavement.

#### 8069 To Suspend Proceedings – Inspector J Smith, Caldicot Police – Remit of Officers/Police Problem Profiling

Inspector Smith outlined to Members the levels and responsibilities of Police officers and profiling undertaken at Oakley Way following Town Council's request for the mobile CCTV van in the area.

Inspector Smith answered questions from Members and members of the public on the following:

- profiling at Oakley Way
- cycling/by-laws in town centre
- legality of vehicle registration plates
- SORN vehicles on unadopted highways
- milk theft incident in Chepstow Road
- number of police officers "walking the streets"

#### 8070 Open Forum for Public Participation

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

- Reserved parking area in Jubilee Way car park
- Traffic calming at Longfellow Road/Meeting with TC Ward Members/Mon CC 11.7.08
- Expenditure re: King George V Playing Fields

#### 8071 Declarations of Interest – to be identified under the relevant item

#### 8072 To Approve the Minutes of Full Town Council Meeting 28.5.08 [Circ] a) Mayor to Sign the Minutes

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

#### 8073 To Approve the Minutes of Planning Committee 10.06.08 [Circ] a) Mayor to Sign the Minutes

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

**8074 To Approve the Minutes of Special Meeting held 10.6.08**

[Circ]

**a) Mayor to Sign the Minutes**

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

**8075 To Ratify Decision of Extremely-Urgent Committee 29.5.08 [Cllrs DE,PW,AE] -  
To Obtain Quotations for Removal of Two Trees at Cemetery Damaged by Inclement  
Weather for Consideration at Personnel Committee**

Town Council resolved to ratify the above decision of Extremely-Urgent Committee 29.5.08

**8076 Correspondence [Circ unless marked\*]**

**\* (1) Mon CC**

**Public Health Act 1925 – Street Naming and Numbering  
Demolition of former dwelling known as 16 Sandy Lane,  
Caldicot NP26 4NA and construction of 9 No. new flats –  
Notification of official address Flats 1-9 Monmouth  
Court, Sandy Lane, Caldicot NP26 4NA**

Town Council noted the above notification of official address.

**(2) Magor VAP School**

**Re: Request for Donation [b/f TC 28.5.08]**

Town Council considered clarification of costs from Magor VAP School.

**It was resolved to donate £100 to Magor VAP School**

**(2a) Shelter Cymru**

**Request for Donation**

Town Council considered a request for donation from Shelter Cymru.

**It was resolved:**

- i) to donate £100 to Shelter Cymru**
- ii) to request information leaflets be made available from Town Council office**

**(2b) Rural Community Action [RCA] Request for Funding**

Town Council considered a request for £4,000 donation towards summer youth provision in the area.

It was requested if this item related to item (2c).

**It was resolved to request clarification and breakdown for the donation together with local  
community councils' financial contributions to the scheme**

**Cllrs D Ashwin and R J Higginson declared an interest in this matter and left the room**

**(2c) Caldicot Youth Group**

**Request for Funding**

Town Council considered a request for release of £4,000 advising audited accounts will not be available until one year after trading commenced.

**It was resolved to defer this item to Planning Committee 8.7.08 pending a response from (2b)**

**Cllrs D Ashwin and R J Higginson declared an interest in this matter and left the room**

## 8076 (2d) Local Resident

## Request for Donation

Town Council considered a request for donation towards raising £53,000 for a pioneering operation to restore the resident's grandson's sight.

Town Council were sympathetic towards the cause but recognised that it did not have the powers to donate.

### It was resolved:

- **that any Member or member of the public wishing to donate personally do so via Town Council office**

Reference was made to the non-inclusion of resident's personal details onto the agenda. It was stated that Town Council meetings were public meetings and that, although personal details were not included, the correspondence was available for members.

### Cllr C Ashwin declared an interest in this matter

### (3) Cwrt Severn Residents Association Bus Stop in Longfellow Road

Town Council considered a request from Cwrt Severn Residents Association to retain the position of the bus stop in Longfellow Road.

*Item 8080 (5) Cllr J Marshall - Copy correspondence MCC re: Bus Stop Longfellow Road was considered with this item*

Cllr J Marshall updated Members in relation to the bus stop at Longfellow Road.

### It was resolved:

- i) to acknowledge correspondence from Cwrt Severn Residents Association**
- ii) to forward the correspondence to Mon CC Highways Department requesting the residents be fully consulted in the event of any change to the position of the bus stop.**

### (4) One Voice Wales Royal National Eisteddfod of Wales – 2-9 August 2008

Town Council noted a request for volunteers at Royal National Eisteddfod of Wales – 2-9 August 2008 at Cardiff.

**It was resolved that any Member wishing to volunteer advise the Clerk.**

### (5) Resident Re: Caldicot AFC Gates/Entrance Fee

**It was resolved to consider this item later in the agenda.**

### \* (6) Mr Mrs J Thomas Appreciation for flowers for 50<sup>th</sup> Anniversary

Town Council noted the appreciation of flowers from Mr & Mrs J Thomas.

**8076\* (7) The Royal British Legion Appreciation for £150 Donation for Veteran's Day**

Town Council noted the appreciation for donation of £150 from The Royal British Legion.

**Cllr J Daniels declared an interest in this matter**

**\* (8) Cald & Dist Homing Society Appreciation for £600 Donation for Club Equipment**

Town Council noted the appreciation for donation of £600 from Caldicot & District Homing Society

**(9) Morières-les-Avignon Re: Town twinning**

**Town Council resolved to defer this item to Planning Committee 8.7.08 pending further information on dates for a proposed visit to Morières-les-Avignon in September 2008**

**(10) Mon CC Re: New Code of Conduct for Members**

Town Council considered correspondence from Mon CC in relation to the New Code of Conduct for Members and advising of new regulations in relation to re-appointing a Community Committee Members on to the Standards Committee.

**It was resolved:**

- i) to note the correspondence**
- ii) to accept the proposed nomination to re-appoint Cllr Margot Davies (St Arvans) as the Community Committee Member of the Standards Committee**

**Cllr R J Higginson declared an interest in this matter**

**(10a) Chepstow Town Council Training in New Code of Conduct for Members**

**Town Council resolved to accept training in the New Code of Conduct for Members arranged for 7pm on Monday 21<sup>st</sup> July 2008 at the Drill Hall, Chepstow [12 Members]**

**(11) Mon Youth Service Rural Sports Sessions 2008**

Town Council noted correspondence from Mon Youth Service advising of Summer Activities and further noted that no activities had been arranged in Caldicot.

**(12) Caldicot AFC AFC Policy re: Gates/Entrance to Football Matches**

**It was resolved to consider this item later in the agenda.**

**(13) STAG Re: Update Presentation to Town Council 10.06.08**

Town Council considered notes covering the recent STAG presentation to Town Council.

**It was resolved to send a letter to Mon CC and the Welsh Assembly Government to request funding to support STAG's proposal to tarmac and provide lighting to the 'Ash Path' from Caldicot Halt to Severn Tunnel Junction.**

**8077 Publications, Minutes, Etc [Displayed]**

[A] NALC Direct Info Service	Issues 684, 685
[B] Local Council's Update	Issue 104
[C] Public Services Ombudsman for Wales	Annual Report 2007/08
[D] Mon CC	Mor Hafren Area Cttee
[E] Severnside Area Forum	Agenda 17.6.08/Mins 15.4.08
[F] "Ville de Morières"	June 2008
[G] One Voice Wales	Agenda/Mins 17.7.08
[H] Community Health Council	Agenda/Mins 24.6.08

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

**8078 Planning [Displayed]**

**A) Planning Applications Received**

**DC/2008/00621:** Change of Use to Gymnastics Facility – Unit 53E-F Severnbridge Industrial Estate, Portskewett, Caldicot **TC Approved**

**DC/2008/00658:** Rear single storey extension 14 Neddern Way, Caldicot **TC Approved**

**DC/2008/00680:** First floor extension (on piers) to side of existing dwelling - 31 Church Road, Caldicot **TC Approved**

**Mon CC Planning Information**

**i) Approval of Planning Permission**

**DC/2008/00330:** Replacement aluminium individual letters and logos. Replacement aluminium information panels. Replacement panel to F/S sign – Timber Center, Unit 15, Symondscliff Way, Caldicot **TC App 8.4.08**

**DC/2008/00334:** Erection of one single storey shop unit that may be sub-dividable into two units – 18 Newport Road, Caldicot **TC Observation\* 30.4.08**

**\*Close proximity to neighbouring properties**

**ii) Notice of Appeal Against a Refusal**

**DC/2007/00806:** Conversion of existing house & flat into 3 no self contained apartments – 7 Deep Weir, Caldicot **TC Refused 11.9.07**

- Out of keeping with surrounding area
- Terracing effect of semi-detached houses
- Access/car parking issues/loss of garage/vehicular danger to children in cul-de-sac
- Concerns regarding 'upstairs' kitchen
- Kitchen adjacent to neighbouring bedroom
- Fire exits
- Upkeep issues for communal garden/walls
- Flooding/Sewerage issues

Cllr R J Higginson updated Members in relation to Plan DC/2007/00806.

**It was resolved that Cllr J Daniels represent Town Council in objecting to the above planning application at the Informal Hearing to be held at 10am at County Hall, Cwmbran on Wednesday 23rd July 2008**

**iii) Planning Committee Agenda – 3.6.08, 17.6.08**

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

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

**8079 Finance [Circ]**

- a) **Cheque List Schedule** - Update

**It was resolved to approve the updated Cheque List Schedule as circulated**

- b) **Donations and Contributions Schedule** - Update

**It was resolved to approve the updated Donations and Contributions Schedule as circulated**

- c) **To Note Town Council Bond expires 21.7.08 – To Consider Re-investment**

**It was resolved to re-invest Town Council Bond for 6 months**

**Cllr D Ashwin and D Evans declared an interest in Co-operative Bank**

**8080 Items of Business Submitted by Members [Circ]**

- (1) Cllr J Daniels - Re: Meeting Room Availability [TC taken over hire from DLCVC]**

Town Council noted that the Day Luncheon Centre was hired out every Monday – Friday evening and that Wednesdays and Fridays were hired by the same group.

**It was resolved to advise the whist group that Wednesday evenings be set aside for Town Council meetings as required.**

- (2) Cllr J Daniels - Re: Flooding Forum**

*Item (11) was considered with this item*

A discussion ensued regarding Caldicot Flooding Forum and the following issues were discussed:

- Cllr D Ashwin outlined the setting up of the Flooding Forum
- Flooding Forum recently discussed at recent Môr Hafren meeting
- status of the Forum
- payment for hire of DLC
- hire contract/booking form re: room hire
- pre-arranged meeting dated 7.7.08
- Members commended Cllr D Ashwin in his efforts in this matter

**It was resolved:**

- i) to cancel the pre-arranged meeting 7.7.08, advising attendees at the last meeting**
- ii) to renounce Flooding Forum to Mon CC Area Committee, requesting that, if possible, a meeting be arranged for 7.7.08**
- iii) that Town Council Personnel Committee formulate a booking form/hire agreement for hire of DLC**

**Cllr J Daniels declared an interest in this matter [re: Castle Lea]**

- (3) Cllr R Stewart - Petition Sandy Lane Allotment Holders**

Town Council noted Petition received from Sandy Lane Allotment Holders with regard to payment of fees. It was noted that expenditure at the site far outweighed income received from fees.

**- Caldicot Bowls Club/Bowls Club Mower**

**It was resolved to refer the bowls club mower to Personnel Committee**

**8080 (4) Cllr R Stewart - Wreath Morieres-les-Avignon**

**It was resolved to defer this item to Town Council meeting 30.7.08**

**Cllr J Daniels declared an interest in this matter**

**(5) Cllr J Marshall - Copy correspondence MCC re: Bus Stop Longfellow Road**

*See Min 7076 (3) above*

**(6) Cllr A Easson - Re: Support to Outside Bodies/Audited Accounts**

**It was resolved to defer the issue of 'audited accounts' to Personnel Committee**

**(7) Cllr A Easson - Ombudsman reports**

This item was withdrawn from the agenda.

**(8) Cllr A Easson - Re: Chamber of Trade request for flagpoles**

**It was resolved to accept Cllr A Easson's request to invite Caldicot Chamber of Trade to re-submit its offer to install flagpoles at Town Council building.**

**Cllr J Daniels requested a recorded vote:**

**For: Cllrs J Bond/A Easson/D Evans/R J Higginson/V Lloyd/J Marshall/M Stevens/S Webb**

**Against: Cllrs C Ashwin/D Ashwin/J Daniels/K Harris/R Stewart**

**(9) Cllr A Easson - Health & Safety/Allotment Committees**

**It was resolved to combine the Health & Safety and Allotment Committees**

**- Neighbourhood Watch/CSAT**

This item was withdrawn from the agenda

**(10) Cllr J Marshall - Ombudsman report**

This item was withdrawn from the agenda.

**(11) Cllr J Marshall - Meeting held 2.6.08 at DLC**

*See item 8080 (2) above*

**(12) Cllr A Easson - Re: Gwent Police**

This item was withdrawn from the agenda.

**(13) Cllr D Ashwin - CCTV**

Town Council considered a request from Cllr D Ashwin for Members to visit Caerphilly and Coleford to compare CCTV systems

It was stated that any visit to Coleford would undermine the work of Mr Chris Norman, CCTV Development Officer.

**It was resolved to arrange a visit to Caerphilly Monitoring Centre only via Mr Chris Norman CCTV Development Officer**

**8080 (14) Cllr J Daniels - Re: Town Council meeting 28.5.08**

Town Council noted correspondence from Cllr J Daniels in relation to Town Council meeting 28.5.08.

**(15) Cllr J Daniels - Caldicot Chamber of Commerce and Trade Accounts**

**It was resolved to consider this item in Committee**

**(16) Cllr J Daniels - Request for Trustee Training**

**It was resolved to request a training course on the roles and responsibilities of Trustees be arranged via RCA**

**(17) Cllr J Daniels - Re: Support of Rural Community Action [RCA]**

**It was resolved to send a letter to Mon CC in support to RCA.**

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

**(18) Cllr J Daniels - Re: Day Luncheon Centre [DLC]**

Cllr J Daniels requested clarification in relation to Town Council's roles and responsibilities in relation to DLC.

Members were advised that a meeting of Day Luncheon Centre Voluntary Committee had been arranged for 3.7.08.

*The Mayor referred to the length of time taken to consider Members' issues at meetings.*

**It was resolved to accept a maximum of two items of business per Member on to an agenda**

*Standing Orders were called for 20 minutes*

**8081 To Approve Minutes of Personnel Committee 9.6.08, 16.6.08 [Circ]**

The Minutes of Personnel Committee 9.6.08 and 16.6.08 were approved, subject to Items 4 & 5 9.6.08 being put into Committee.

**a) To Consider/Approve Recommendations [See also Committee]**

It was proposed and seconded that the recommendations of Personnel Committee 9.6.08 and 16.6.08 be approved.

An amendment was proposed and seconded that the Minutes be considered in Committee

A vote ensued: **Amendment** – Cllrs J Daniels/K Harris – **Proposal** – Cllrs J Bond/A Easson/D Evans/J Marshall/R J Higginson/M Stevens/S Webb. The Proposal was carried

**It was resolved to approve the recommendations of Personnel Committee 9.6.08 and 16.6.08**



**8081 b) To Consider footpath audit [Circ]**

Cllr J Bond clarified the footpath audit.

**It was resolved:**

- i) to return the survey to its original format**
- ii) to distribute the survey to Members with Planning Committee agenda**
- iii) that Members undertake the survey and return by Town Council meeting 30.7.08 for further consideration**

**c) To Consider Draft Survey [Circ]**

Cllr J Bond clarified the draft survey.

**It was resolved that interested Members form a working parking to consider this item with a view to undertaking the survey for consideration at Town Council meeting 24.9.08**

**8082 CCTV - Re: Monmouthshire CCTV – Performance Statistics for Caldicot [Circ]  
[Ref: TC Mins 10.6.08]**

Town Council accepted the above CCTV Performance Statistics for Caldicot.

**8083 Best Kept Garden Competition/Citizen's Awards**

**a) To Consider DC to undertake Garden Competition/Fee**

**It was resolved to request Mr Denis Collett judge the Garden Competition for a fee of £40, in conjunction with the Mayor and Deputy Mayor.**

**b) To Consider Nomination Forms for Citizen's Awards [Return Date]**

**It was resolved to return nominations forms for consideration at Town Council meeting 30.7.08**

**c) To Arrange Date for Presentation – Tuesday, 9.9.08 [following Planning Cttee]**

**It was resolved to arrange presentation of Garden Competition and Citizen's Awards following Planning Committee on 9.9.08**

*Proceedings were suspended to consider the following items as Trustees of KGVPF*

**8084 King George V Playing Fields – To Note Bowls Green Contract expires 30.9.08**

**- To Consider Tendering for 3 Years**

**It was resolved to go out to tender for a 3 years' bowls green contract with effect from 1.10.08**

**7076 (5) Resident**

**Re: Caldicot AFC Gates/Entrance Fee**

**7076 (12) Caldicot AFC**

**AFC Policy re: Gates/Entrance to Football Matches**

**It was resolved to request the National Playing Fields Association address Town Council in this matter prior to a meeting of Town Council with representatives of Caldicot AFC.**

*Normal proceedings were resumed*

**8085 Reports**

- a) **Town Council Representatives on Outside Bodies**
- b) **Governors**
- c) **Other**

There were no reports on the above

*Due to insufficient time the following items were not considered*

**19 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**

- i) **CCTV – To Consider Costs for Options to Improve System [Circ]**  
**[Ref: TC Mins 10.6.08]**
- ii) **Re: Personnel Committee [See Item 14 above]**  
Re: 5 - To Consider further information re: tree survey  
Re: 8 - To Consider quotation re: planter [subject to Town Council approval]

The meeting closed at 9.20pm

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Mayor/Deputy Mayor