

CALDICOT TOWN COUNCIL

Sandy Lane
Caldicot

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

PRESENT:

Cllrs: D Ashwin, Mayor	J Marshall
A Easson	R Stewart
D Evans	P Tidmarsh
J Haskey [left 8.45pm]	

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

Town Council undertook one minute's silence in respect of the recent loss of former Councillor Colonel Ivor Anthony. It was agreed to fly the Welsh flag at 'half mast' on Monday 30.7.07

7905 Apologies

Apologies were received from Cllrs C Babb, J Daniels, E Davies, W Edwards, R J Higginson, J Harris, G Jenkins, D Jones, J Roberts, K Thomas

7906 Declarations of Interest – To Be Identified Under the Relevant Heading

7907 Open Forum for Public Participation [15 Minutes]

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

- Welsh translation of new town signs/Town Council crest
- Regeneration Group request to hire DLC free of charge
- Sale of vehicles from lay-by at Deep Weir
- Cyclists riding on pavements in the town – Referred to Police Liaison Cttee - **Write/Invite Insp Smith to TC 26.9.07**

7908 To Approve the Minutes of Full Town Council Meeting 27th June 2007 [Circ]

The Minutes were approved as a true record subject to Min 7889 (1) insert "*Cllr P Tidmarsh declared an interest in this matter*"

a) Mayor to Sign the Minutes

The Mayor signed the Minutes

7909 To Note No Quorum for Planning Committee 10th July 2007

To Ratify Decision of Plenary Powers - Cllrs DJ/AE/JuH

DC/2007/00261: Porch Extension and Internal Alterations, 42 Mill Lane Caldicot – Approved

Town Council ratified the above decision made under Plenary Powers

7910 Ongoing/Outstanding Issues: [Placed at front of agenda in accordance with Town Council]

- a) Dog Fouling Bins - awaiting approval for siting from Mon CC [3]
- b) Pelican Crossing at Deepweir/Road Issues – see correspondence (6)
- c) Road damage – Park Road – awaiting Mon CC
- d) Grayhill Surgery meeting – no further response to date

- e) **Bus bay marking – Longfellow Road – Meeting arranged 10.30am on 25.7.07**
- f) **Dropped Kerbs – Cemetery – awaiting Mon CC**
- g) **Flooding Issues – see correspondence (10)**
- h) **Pollution of Neddern – see correspondence 1**
- i) **20mph speed restriction – Castle Lodge Crescent – awaiting Mon CC**
- j) **Peter Ellis/Cllr Liz Hacket-Pain to address Town Council – no response to date**
- k) **Additional Bus Shelters in Caldicot – awaiting firm costs**
- l) **Parking Issues – Newport Road - awaiting Mon CC**
- m) **Barriers at Lane Newport Road – Masefield Road – awaiting Mon CC**
- n) **Caldicot Castle Wall – MCC advised works to commence on boundary wall/trial barrier closure to be publicised**

Town Council considered the above ongoing/outstanding issues.

Ref: (b) Cllr P Tidmarsh requested County Councillors place at “top of list” of Road Safety Strategy at Area Committee

Ref: (e) Cllr D Evans updated Members as follows:

- bus stop to remain
- Mon CC agreed to repair/build up the wall to prevent persons sitting on the wall
- Additional drain to be installed to prevent flooding in the area
- Street light to be fixed

It was resolved:

- i) **to request updates from Mon CC in relation to (a), (c), (f), (i), (j), (k), (l), (m), (n) for Town Council meeting 26.9.07**
- ii) **to note (b), (d), (g), (h)**
- iii) **to remove (e) from the list**
- iv) **to add directional sign to Caldicot Cemetery and Matthew Lewis, Countryside Manager, Mon CC to address Town Council to the list**
- v) **to advise Colin Berg, Chief Executive, Mon CC that outstanding responses would be requested by 26.9.07 or a formal complaint would be made.**

To Note Agenda Items 7, 8, 9 Carried Forward – No Quorum Planning Committee 10.7.07- Ms Deserie Mansfield, RCA, offer to undertake Trustee Training, if Required RCA Report 06/07 [Circ]

Town Council noted no quorum for Planning Cttee 10.7.07 and RCA Report – 2006/2007.

7911 Caldicot Castle [b/f TC 27.6.07, Planning Cttee 10.7.07] [Circ]

i) Cllr A Easson - Caldicot Castle Report

Town Council noted Cllr Easson’s report including statistical information re: admissions and income figures 2005/2006 for the four museum sites in Monmouthshire.

ii) Cllr A Easson Re: Lighting/Toilet Facilities at Caldicot Castle

A discussion ensued regarding Town Council’s request for lighting and toilet facilities at Caldicot Castle. Reference was made to Mr Peter Ellis, Mon CC and Cllr Liz Hacket Pain’s previous meeting with Town Council when a 3/5 year strategy plan was requested in relation to Caldicot Castle.

It was resolved to request Mr Peter Ellis and Liz Hacket Pain address Town Council at its meeting 26.9.07.

iii) Mon CC Lighting Through Caldicot Countryside Park

Town Council considered correspondence from Mr S Greenslade, Corporate Director of Regeneration, Environment and Resources stating Mon CC's reasons not to provide lighting throughout Caldicot Castle Countryside Park.

Members were unhappy with the stated reasons. Cllr J Marshall requested he read out a letter he had compiled in response to Mr Greenslade in this matter.

Cllr A Easson requested additional points be added to Cllr Marshall's response.

It was resolved to send Cllr J Marshall's response to Mon CC, subject to additional points being added by Cllr A Easson.

Cllr A Easson declared an interest in Min 7911 (i), (ii), (iii)

7912 CCTV [b/f TC 27.6.07, Planning Cttee 10.7.07] [Circ]

a) To approve notes of meeting with Mrs Tracey Harry, Head of Resources, Performance Management, Strategy and Communications, Mon CC & Chief Insp Peter Keen held at 7pm on Tuesday 26.6.07

Town Council considered handouts from the meeting 26.6.07, including statistics and approved the notes of the above meeting.

b) To consider future of CCTV in Caldicot

A discussion ensued regarding the existing CCTV system in Caldicot.

It was stated that Town Council fully supported CCTV when used effectively but considered the current system in Caldicot to be ineffective. It was also stated that the local Police were apparently not utilising CCTV in the town or communicating with the control centre to cover 'hot spots' in the town. It was stated that, although requested for over eighteen months, no conviction statistics had been produced to date to support CCTV in Caldicot.

A Member stated that Mon CC, as owner of the pedestrianised area, and traders were responsible for the security of the town centre and that Town Council was not responsible for financially supporting security in this area. Also, that if Mon CC withdrew from CCTV in Caldicot, Town Council could reconsider its position at that time.

Reference was made to the history of CCTV provision in Caldicot and Monmouthshire. It was stated that Caldicot would be more suited to a more localised system [similar to Coleford] and that Town Council could provide a better system monitored by volunteers, possibly from the shopmobility port-a-cabin, subsidised for 18 hrs/day with additional subsidy from landlords and local traders.

It was questioned that it would cost Town Council £52,000 to run its own system.

It was proposed and seconded that Town Council withdraw from the current CCTV system in Caldicot. A vote ensued: 5 For – 2 Abstentions

It was resolved that Town Council formally withdraw from the current CCTV system in Caldicot.

It was further proposed and seconded to advise Mon CC that Town Council would not make payment for CCTV system for 2005/06 and 2006/07 and to request a meeting with Abergavenny, Chepstow and Monmouth with regard to providing a more localised system.

The Clerk advised Members that Mon CC had advised Town Council was legally liable for payment for CCTV in 2005/06 as the system had been used. It was stated that the system had not been fully operational during the Christmas period.

It was resolved not to make payment for CCTV system for 2005/06 and 2006/07 and to request a meeting with Abergavenny, Chepstow and Monmouth in this matter.

Cllrs D Ashwin and R Stewart declared an interest in CCTV

7913 Caldicot Cemetery [b/f TC 27.6.07, Planning Cttee 10.7.07]

a) To Arrange Site Meeting if Required

The Mayor advised Members of a verbal request from a resident of Rogiet to reserve four spaces in Caldicot cemetery and a notice in Rogiet Community Council noticeboard advising of limited burial space in Rogiet churchyard.

A discussion ensued and it was stated that lack of burial space in surrounding villages was a matter for them to pursue with Mon CC. Concerns were expressed regarding the possible “knock on” effect in relation to space at the cemetery.

Reference was made to Town Council currently having no Policy regarding the reservation of grave spaces and to persons residing outside of Caldicot for more than five years incurring double fees at the time of interment.

It was resolved to defer this matter to Planning Committee 14.8.07

7914 Correspondence [Circ unless marked*]

(1) Cllr R Stewart

**Copy letter to Environment Agency re:
Pollution of Neddern Brook**

Town Council noted the above copy correspondence regarding the pollution of Neddern Brook.

Cllr Stewart read out a response to his correspondence from the Environment Agency.

It was stated that gullies were currently being cleaned in the town.

Cllr D Ashwin advised Members that he had arranged a meeting for 10am on 30.7.07 at DLC with Welsh Water, Mon CC, Environment Agency and affected members of the public in his constituency to discuss issues relating to flooding in Caldicot.

Town Council supported the meeting and requested Town/County Councillors, Free Press and London & Cambridge be invited to attend.

Cllr Ashwin stated he would raise the issues in Cllr Stewart's copy correspondence at the meeting.

It was resolved:

- i) to invite Town/County Councillors, Free Press and London & Cambridge Properties Ltd to the meeting arranged for 10am on 30.7.07 at DLC**
- ii) to raise the issues in Cllr Stewart's correspondence at the above meeting**

7914* (1a)2nd Caldicot Brownies

Appreciation for Donation/'London Newspaper' Displayed]

Town Council noted the appreciation for donation from 2nd Caldicot Brownies.

*** (2) Round the Horn Jazz Society**

Appreciation for Donation

Town Council noted the appreciation for donation from Round the Horn Jazz Society.

*** (3) Allotment Plot holders [11/12/17]**

Request to Place Shed at O/W Allotments

Town Council resolved to permit sheds to be placed at plots 11, 12 and 17 Oakley Way allotments.

(4) One Voice Wales

**Notice of 2007 Conference and AGM 2007 –
13.10.07 at Metropole Hotel, Llandrindod
Wells**

It was resolved that the Mayor and Deputy Mayor attend the above conference and AGM as an approved duty.

(5) M J Trading

Copy Correspondence to Mon CC

Town Council considered copy correspondence to Mon CC regarding its stationery supplies.

It was resolved to request why Mon CC did not permit M J Trading to tender for its stationery supplies.

Cllr J Marshall declared an interest in this matter

(6) John Griffiths AM

Pedestrian Crossing at Deepweir

Town Council noted correspondence from John Griffiths AM enclosing Mon CC correspondence regarding Town Council's offer to part fund a pedestrian crossing at Deepweir.

(7) Mon CC

Delays in Rebate and Backdated Claims

Town Council considered correspondence from Colin Berg, Chief Executive, Mon CC assuming proper complaints procedures were followed by members of the public regarding delays in the reclamation of council tax.

It was stated that Members represented the view of their constituents and it was suggested that from April 2008 a notice be placed in Town Council noticeboard for members of the public who have experienced delays in council tax rebate to contact their County Councillors.

7914 (8) Mon CC

Summer Activities

Town Council considered correspondence from Mon CC advising of summer activities 2008 and inviting Members to visit the Leisure Centre during the summer activities.

It was resolved:

- i) to invite Mike Moran, Leisure and Recreation Manager to meet Town Council in September/October to review summer playscheme 2008**
- ii) that Cllr D Evans visit summer activities 2007.**

(9) Caldicot & District Chamber of Commerce Town Council Flag Poles

Town Council considered correspondence from Caldicot & District Chamber of Commerce stating three flag poles should be present at Town Council building to accommodate Welsh, British and Twinning flags.

A discussion ensued and it was requested if Caldicot & District Chamber of Commerce were prepared to contribute towards additional flag poles.

The Clerk advised Members that planning permission would be required for twinning flags.

It was resolved:

- i) to obtain costs for additional flag poles**
- ii) to request if Caldicot & District Chamber of Commerce were prepared to contribute towards additional flag poles**
- iii) to replace the frayed existing Welsh Flag**

(10) London & Cambridge Properties Ltd Re: Flooding Issues Rear of Wesley Buildings

Town Council considered correspondence from London & Cambridge Properties Ltd requesting clarification of the exact area that has been subject to flooding to enable investigation in this matter.

A discussion ensued regarding the unadopted area at the rear of Wesley Buildings and it was stated that the gullies had since been cleaned and that Cardiff Drainage were working throughout Caldicot.

It was resolved to request London & Cambridge Properties Ltd identify their gullies and storm water drains at the rear of Wesley Buildings.

(11) Cllr P Tidmarsh

Various Issues:

a) New Town Sign + Twin Towns

Cllr P Tidmarsh requested Town Council consider the purchase of two plaques to be fitted to the new 'Welcome to Caldicot' signs to display the names of its twin towns Waghäusel and Morières and their respective flags.

A discussion ensued regarding the flower pots and length of grass on the verge at the sign at Rogiet. The Clerk advised that under Mon CC policy the verge was cut twice yearly. It was requested if Town Council groundsman could be granted permission to cut the grass verge when necessary. The Clerk advised of Health and Safety and insurance issues in this regard.

It was resolved:

- i) to obtain costs for two plaques to be fitted to the new ‘Welcome to Caldicot’ signs to display the names of its twin towns Waghäusel and Morières and their respective flags for consideration in Estimates Committee.**
- ii) to request Mon CC level the flower boxes beneath the sign at Rogiet**
- iii) to request Mon CC cut the grass verge at Rogiet more frequently to enhance the flower pots and town sign**

b) Regeneration Group & Twinning Assoc. free use of hall

Cllr P Tidmarsh requested Town Council consider the free use of DLC for Caldicot Regeneration Group and Caldicot Twinning Committee meetings.

A discussion ensued and reference was made to equality for all users of DLC. Cllr Tidmarsh stated Caldicot Regeneration Group and Caldicot Twinning Committee were both non profit making groups with Town Council representatives on both committees.

It was resolved to permit one free meeting per month at DLC, during office hours only, for Caldicot Regeneration Group and Caldicot Twinning Committee.

Cllr A Easson declared an interest in 7914 (b)

c) Jubilee Way roundabout

Cllr P Tidmarsh requested Town Council contact Mon CC to request reinstatement of white lines at the mini roundabout on Sandy Lane.

A discussion ensued and other areas of incomplete road markings following resurfacing were identified.

It was resolved to request Mon CC re-address road markings in the following areas:

- mini roundabout, Sandy Lane – incomplete on approach from Jubilee Way**
- opposite Police Station – parking spaces reduced from 3 to 2**
- outside Somerfield – double yellow lines in layby**

d) Vehicles being sold at Deep Weir

Cllr P Tidmarsh referred to complaints from local residents of vehicles being sold in the layby at Deepweir.

It was resolved to request Mon CC place ‘No Waiting’ signs with 4 hour maximum stay in the layby at Deepweir and refer this matter to its Licensing Department.

(12) One Voice Wales

**Policy on Unacceptable Actions by
Individuals**

Town Council noted the above policy from One Voice Wales.

7914 (13) Heddlu Gwent Police

Opportunities to co-fund the recruitment of further PCSO's for Monmouthshire area

Town Council considered a request from Heddlu Gwent Police to support further Police Community Support Officers in Monmouthshire.

It was resolved not to support the recruitment of further PCSO's for the Monmouthshire area.

(14) Wales Rural Observatory

Services Questionnaire

Town Council noted the questionnaire from Wales Rural Observatory Services.

(15) Mon CC

Directional sign to Caldicot Castle

Town Council considered correspondence from Mon CC stating the existing directional sign to Caldicot Castle at the junction of Chepstow Road/Church Road complies with Tourism Guidance Signing and that if an alternative sign is required, Caldicot Castle staff should make formal application.

It was resolved to refer the correspondence to Mon CC Lifelong Learning & Leisure and request the existing sign be replaced with a larger more appropriate sign

(16) Mon CC

Enforcement Officer – Dog Fouling/Litter

It was resolved to defer the above correspondence to Planning Committee 14.8.07

7915 Publications, Minutes, Etc [DISPLAYED]

[A] Mon CC	South Mon Area Cttee Agenda/Mins 6.7.07
[B] Plus Publishing Services	Local Council's Update Issue No 93
[C] NALC	DIS Issue No 660, 661
[D] Local Council Review	June 2007
[E] Clerks & Councils Direct	July 2007
[F] Public Services Ombudsman for Wales	Annual Report 2006/07
[G] STRI	Bulletin - July 2007
[H] European Union	Regions for Economic Inforegio Change/ Panorama – Dec 2006/News Nos 156/157
[I] The Local Channel	July 2007
[J] GAVO	Monmouthshire Network – Summer 2007
[K] Play for Wales	Summer 2007
[L] One Voice Wales	The Voice – July 2007

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

7916 Planning [Displayed]

A) Planning Applications Received

DC/2007/00528: Rear single storey extension and loft conversion with rear dormer – 3 Woodstock Court, Caldicot
TC Approved

DC/2007/00756: Installation of an automated teller machine – Somerfield, Wesley House, Newport Road, Caldicot **TC Approved**

DC/2007/00863: Internal alterations and side dormer to gain access to loft conversion –Newport Road, Caldicot **TC Approved**

DC/2007/00929: Demolition of conservatory, new single storey extension and internal alterations – 74 Wentwood View, Caldicot **TC Approved**

DC/2007/00930: Rear single storey extension – 15 Fitzwalter Road, Caldicot **TC Approved**

B) Planning Applications

C) Mon CC Planning Information

i) Mon CC Planning Agenda 10.7.07, 24.7.07 – For Information

Town Council noted the above Planning Information from Mon CC

Cllr R Stewart declared an interest in Planning Cttee

7917 Finance

a) Cheque List Schedule Update [Circ]

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

b) Donations and Contributions Schedule Update [Circ]

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

c) Completion of the Annual Audit year ending 31.3.06 [Circ]

Town Council noted completion of the Annual Audit year ending 31.3.06

d) Notice of Conclusion of Audit 31.3.06/Annual Return Displayed Noticeboard 13.07.07

Town Council noted the above, displayed in Town Council noticeboard 13.7.07.

e) To Note change of date of Internal Audit year ending 31.3.07 – 8/9.8.07

Town Council noted the change of date for internal audit year ending 31.3.07.

7918 Society Local Council Clerks [SLCC] Wales Conference – Cwmbran, 10am – 3.45pm 12.9.07 - £40/delegate [Members] £54/delegate [Non Members] [Circ] – Request Clerk and Administrative Assistant Attend

It was resolved that the Clerk and Admin Assistant attend the above conference 12.9.07 as an approved duty.

7919 Town Council Boundary Wall – Health and Safety

It was resolved to consider this item in Committee

7920 Cllr D Ashwin – “Hogging the Bridge” 21st October 2007

The Mayor requested Town Council’s preferred route for Caldicot. It was suggested that Severn Tunnel Band be invited to play during the event.

It was resolved:

- i) to propose Jubilee Way as the preferred route for Caldicot**
- ii) to request Mon CC invite Severn Tunnel Band to play in Caldicot during the event with any cost being borne by Town Council.**

7921 Best Kept Garden Competition

- a) To Confirm Date for Presentation Evening – 7pm, 11th September 2007 [following Planning Cttee]**

Town Council resolved to hold its presentation evening for Best Kept Garden Competition at 7pm on 11.9.07

- b) To Consider Refreshments**

It was resolved to provide refreshments for 30 persons.

- c) To Consider any Nominations for Citizen’s Awards**

The following nominations were received for Citizen’s Awards:

- Mr Archie Jones
- Mr Mike Rice
- Mrs Carol Rix
- Mr Haydn Davies
- Cllr R J Higginson

A discussion ensued regarding Councillors being nominated for Town Council’s Citizen’s Awards.

It was resolved:

- i) to present Messrs Haydn Davies, Archie Jones, Mike Rice and Mrs Carol Rix with Citizen’s Awards**
- ii) to defer the eligibility of nominating serving Councillors to Planning Committee 14.8.07 for consideration**

7922 Civic Sunday – Sunday 23rd September 2007, 12pm at St Mary’s Church, followed by refreshments at St Mary’s Church Hall – Request for outstanding responses for catering purposes

Town Council noted the date and time for the Mayor’s Civic Sunday.

7923 To Approve the Minutes of Development Committee Meeting 16.7.07

The Minutes of Development Committee meeting 16.7.07 were approved.

- a) To Consider Recommendations**

It was resolved to adopt the recommendations of Development Committee

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

7924 King George V Playing Fields [KGVPF]

a) To Consider Request from Caldicot Male Voice Choir to hold fete on KGVPF – Sat 22.9.07 [Circ]

Town Council considered the above request from Caldicot Choir. A discussion ensued and reference was made to health and safety, risk assessments and stewards required for public events.

It was resolved:

- i) to agree to the use of KGVPF for a fete for a peppercorn rent of £1 subject to relevant health and safety requirements and risk assessments being put in place for the event**
- ii) to notify Caldicot AFC of the request**

Normal proceedings resumed

7925 Reports

a) Town Council Representatives on Outside Bodies

Cllr R Stewart updated Members on the recent CAIR meeting.

Cllr A Easson updated Members re: Caldicot Regeneration Group AGM and to plans for the proposed new supermarket being considered by Mon CC Planning Committee in October 07.

Cllr J Marshall stated the recent CSAT meeting had been cancelled without reason

b) Governors

Cllr D Ashwin advised of the unveiling of the ‘eco eagle’ carved out of cedar wood at St Mary’s School and of the school being one of only two schools in Monmouthshire to receive the ‘eco flag’.

c) Any report meeting with Inspector J Smith re: Festival policing

Cllr D Evans advised Members of the recent “productive” meeting with Inspector Smith. Members were advised that no charge would be made for Policing on Sunday 26.8.07 but extra Police would be required for Monday 27.8.07 at a maximum cost of £600.

d) Any report meeting 10.30 am 25.7.07 Longfellow Road, Bus Bay

See item 7910 (e) above

Standing Orders were called for 10 minutes [9pm]

7926 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) Town Council Boundary Wall – Health and Safety

The Clerk advised of loose cement/stones to the DLC boundary wall and that a stonemason had been requested to survey the wall as a matter of urgency.

A quotation for “patching up” and reinstatement was received.

It was resolved to accept quotation for £930 from R Bearcroft to reinstate the DLC boundary wall.

(2) To Consider Tenders for Bowls Green Contract [Current Contract Expires 30.9.07]

The Clerk advised that three firms had been invited to tender for the bowls green contract [specialised] with one tender being received.

It was resolved:

- a) **to accept quotation from Peter Villars for the period 1.10.07 – 30.9.08 in the sum of £10,845.00 + VAT.**
- b) **to add to the specification – 2.14 Renovation – the green to be vertidraind at the end of the season to a depth of 150 mm to help improve the shallow root system and to get air to the layers of thatch below the surface**
- c) **to offer the sale of Town Council bowling green mower to the contractor**
- d) **to consider a four year contract when tendering in 2008**

The meeting closed at 9.05pm

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Mayor/Deputy Mayor