

CALDICOT TOWN COUNCIL

Minutes of Caldicot Town Council held at 6.30pm on Wednesday, 25th September 2013 at Caldicot Town Council

Present: Cllrs: A Davies, Mayor R J Higginson
A Lloyd, Deputy Mayor M Stevens
D Ashwin [left] P Stevens
A Easson R Stewart
D Evans [left 8.45pm] P Watts
F J Harvey S Webb
J Haskey

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

9067 Apologies

Apologies were received from Cllrs W Conniff, G Owen, P Maycock-Jones

It was resolved to accept an additional item onto the agenda re: fireworks display

9068 Declarations of Interest – To be identified under the relevant item/Forms to be completed

**Cllrs D Ashwin, F J Harvey and R J Higginson declared an interest in Sudbrook Cricket Club
Cllrs D Evans and P Watts declared an interest in planning matters**

Further declarations of interest to be identified under the relevant item

9069 Suspended Proceedings – (a) Police and Crime Commissioner for Gwent - *See Appendix A* (b) Representatives Monmouthshire Youth Service - *See Appendix B*

9070 Open Forum for Public Participation [max 30 mins at Mayor's Discretion]

The following items were raised during the Public Open Forum:

- Request for Members' attendance at meetings list

Cllrs A Easson, R J Higginson and P Watts declared an interest in Caldicot Castle and left the room

- Management issues at Caldicot Castle – *It was agreed to invite MCC to update*
- Mini roundabout at Sandy Lane
- Anti-social behaviour issues at Jubilee Way car park – *Police confirmed they are aware of issues*

9071 To Approve the Minutes of Full Town Council Meeting 31st July 2013 [Circ]

a) Mayor to Sign the Minutes

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

9072 To Approve the Minutes of Extraordinary Town Council Meeting 12th August 2013 [Circ]

a) Mayor to Sign the Minutes

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

9073 To Approve the Minutes of Planning & Resources Committee 13th August 2013 [Circ]

a) Mayor to Sign the Minutes

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

9074 To Approve the Minutes of Town Council Meeting with Representatives of Caldicot Police, Monmouthshire CC and Caldicot AFC 20th August 2013

a) Mayor to Sign the Minutes

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

9075 To Approve the Minutes of Extraordinary Town Council Meeting 27th August 2013 [Circ]

a) Mayor to Sign the Minutes

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

9076 To Approve the Minutes of Planning & Resources Committee 10th September 2013 [Circ]

a) Mayor to Sign the Minutes

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

9077 Correspondence [Circulated unless marked*]

***(1) Plot holder 33 SL Allotment Request to site shed on plot**

Town Council approved the request to site a small shed on Plot 33 Sandy Lane allotments

(2) Mon CC Response Re: Good Measure

Town Council noted a response from Senior Licensing Officer, Mon CC in relation to events at Good Measure, Caldicot

(3) Mon CC Response Re: Changes to Bus Services

It was agreed to bring forward correspondence below from Cllr D Ashwin for consideration with this item – see Min 9081 (ii) below

Town Council considered response to changes in bus services from Mon CC advising that X74/74 is a commercial service and as such Mon CC does not have the same influence as it does over its subsidised services; together with responses to Members questions in relation to the changes to bus services.

A discussion ensued and Cllr D Ashwin outlined his concerns regarding the implemented changes and requested if public consultation had taken place prior to the change in service. Cllr Ashwin also referred to there being no bus stop between Spytty Retail Park and Newport Bus Station at the bottom end of Newport.

It was resolved to request if public consultation had taken place prior to the change in service and why there was no bus stop between Spytty Retail Park and Newport Bus Station.

(4) One Voice Wales Changes to Householder Permitted Development Rights in Wales

Town Council noted website address for technical guide and householder guide re: Town and County (General Permitted Development) (Amendment) (Wales) Order 2013 – Statutory Instrument Number 2013/1776 (W.177) made on 15th July 2013 and enforced on Monday 30th September 2013.

(5) Mon CC Request to address Town Council re: Playscheme

Town Council accepted an offer from Caldicot Leisure Centre Manager to update Members on the recent playscheme.

It was resolved to invite the Leisure Centre Manager to address Town Council at a future Planning & Resources Committee meeting.

9077 (6) Royal Welsh Agricultural Soc To Note Request for Support for Gwent Featured County 2015 [NB: R5 Internal Audit- The Council should ensure that s137 powers (and, where applicable, the Power of Well Being) are only applied for the benefit of a “proportion of local electors” as required by the Act]

Town Council resolved to defer this item to Estimates Committee.

(7) Mon CC Exchange of Contracts with ASDA

Town Council considered correspondence from Mon CC advising that it has exchanged contracts with Asda for the sale of 4 acres of land at Woodstock Way.

It was resolved to invite Kellie Beirne, Roger Hoggins, Debra Hill-Howells and Jo Carter to update Town Council in this matter.

(8) Mon CC Monmouthshire LDP Examination Process

Town Council noted correspondence from Mon CC in relation to its recent Amended and Additional Sites Consultation in relation to the Monmouthshire Local Development Plan.

(9) Mr Earl Harvey Complaint re: Maladministration

Town Council noted a complaint re: maladministration.

A Member requested clarification relating to the meetings referred to in the complaint and it was stated that the Minutes of the meetings had been approved.

(10) Youth Offending Service Request to undertake reparation work in KGVPF

Town Council considered correspondence from the Youth Offending Service in relation to recent damage caused at the play area and requesting reparation works be carried out, under supervision, by the offenders.

It was resolved to accept the recommendations of the Youth Offending Service that the offenders carry out reparation works at the play area.

Cllr M Stevens, Town Council representative on Restorative Justice, stated the matter would be addressed at the next Restorative Justice meeting.

(11) One Voice Wales

a) Approval of Town Council Motion for Conference 5.10.13 Re: Absent private landlords – To request Town Council support of amended motion and seconder –

Town Council considered and approved amendment to its original Motion for Conference 5.10.13, supported by Cllr A Lloyd as follows: *“Conference requests One Voice Wales on behalf of local councils to work with the Federation of Small Businesses in Wales to pressurise absent private landlords to reduce the rents on retail units to enable small businesses to set up and succeed in making our communities a better place to live.”* It was stated that the Mayor and Deputy Mayor would be attending the conference as an approved duty.

b) Non-approval of Motion Re: Severn Bridge Fees

Town Council noted non-approval of its Motion re: Severn Bridge Fees.

9077 (12) Mon CC

Re: Dog Fouling Issues

Town Council noted correspondence from Mon CC advising of Mon CC intentions to undertake a publicity campaign, provide resources for correct disposal of waste and to work with partners on the issue of dog fouling due to people leaving large amounts of dog waste and household waste alongside dog waste bins.

(12a) Resident

Complaint re: Dog Waste Bins Caldicot Castle

Town Council noted correspondence from a resident advising of overflowing dog bins at Caldicot Castle whilst Town Council office was closed.

(13) Caldicot & District CAB

Invitation 30.9.13 6.30 pm Usk

Town Council considered an invitation to the formation of Monmouthshire County CAB to be held at The Sessions House, Usk on 30.9.13.

It was resolved that Cllr A Davies attend the formation of Monmouthshire County CAB.

9078 Publications, Minutes, Etc [Displayed] – To Note available Town Council Office

***[NB: One Voice Wales responds on WG consultations on behalf of Town Councils via a network of volunteer responders: interested councillors require e-mail address – contact Clerk]**

[A] MCC

**CCTV Statistics June, July, August 2013/Agenda/Mins
CCTV User Group 10.9.13**

[B] One Voice Wales

**The Ombudsman’s Casebook – April-June 2013 /
Electoral Review Programme 2014 Assessment and
Timetable September 2014**

[C] Welsh Government

Designated Persons Order (Number 1) by 21.11.13

[D] Aneurin Bevan CHC

The Patient’s Voice - August 2013

[E] National Allotment Society

Allotment/Leisure Gardener Issue 3

[F] Clerks & Councils Direct

September 2013

[G] ICCM

The Journal

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

9079 Planning

A) Planning Applications Received [Displayed]

DC/2013/00699: To erect 37m x 10m x 2.4m high welshmesh security fence – Sudbrook Cricket Club, Mill Lane, Caldicot **TC Approved**

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

DC/2013/00691: Demolition Notification – *For Information Only*
Prior notification of proposed demolition - Former Pill House Inn Portskewett **TC Noted**

9079 B) Mon CC Planning Information – circulated at the meeting

i) Planning Permissions

DC/2012/00650: 2 storey side extension forming garage, family room and bedroom –
6 Woodland View, Caldicot **TC App 26.9.13**

DC/2013/00440 Advertisement Consent – Erect a flagpole to fly Fairtrade flag, Durand Primary School, Alianore Road, Caldicot **TC App 26.6.13**

DC/2013/00476 Replacement attached garage extension to the side of the property - 126 Castle Lea, Caldicot **TC App 26.6.13**

DC/2013/00503: Advertisement Consent – 1 x fascia sign to front elevation – externally illuminated by overhead trough lights
1 x internally illuminated projection sign (G)
1 x non-illuminated post Office projection sign (H)
1 x car park disclaimer notice (J)
1 x post office services panel sign (I)
Co-operative Retail Services Ltd 180 Newport Road, Caldicot **TC App 9.7.13**

DC/2013/00525: Two bedroom bungalow - 61 Sandy Lane, Caldicot **TC App 31.7.13**

DC/2013/00536: 5000 x3850 projection white UPVC conservatory with face brick perimeter walls, 24 mm double glazed side panel and white UPVC clad aluminium roof structure supporting 24 mm glass roof panels. Positioned to the rear of the property - 18 Fitzwalter Road, Caldicot **TC App 31.7.13**

ii) Application Withdrawn 30.7.13

DC/2012/00966: Erection of two dwellings – Church Farm, Church Road, Caldicot **TC App 11.12.13**

Town Council noted Planning information (i) and (ii) above from Mon CC, circulated at the meeting.

9080 Finance

a) To Approve Updated Cheque List Schedule August/September 2013 [Circ]

Town Council resolved to approve the Update Cheque List Schedule August/September 2013 as circulated

b) To Approve Cost of Proposed Bus Shelter Green Lane – Shelter (no end panels because of issues with visibility) £1800 - Construction of Base and statutory checks - £500

Town Council resolved to approve costs for installation of new bus shelter at Green Lane at a cost of £2,300 + VAT

- c) To Approve Contributory Cost of £475 for Town Council Noticeboard NB: Grant Funding obtained via MCC Tourism Officer – Report attached - To Confirm Location of Second Noticeboard [Circ]**

Town Council resolved to approve contributory cost of £475 + Vat for Town Council noticeboard.

- 9080 d) To Consider Request for Funding from Caldicot & District CAB [£8,500 Estimates 2013/14 LGA s142] [Circ] – see Committee for Accounts**

Town Council considered correspondence from Caldicot & District CAB stating it is about to become the merged service of Mon CC CAB and that the next contribution be made payable to the new organisation.

It was resolved to defer this item to Estimates Committee pending further information regarding the merger from Caldicot & District CAB

Cllr P Watts declared an interest in this matter.

- 9081 Members Item of Business [Circ]**

- i) Cllr F J Harvey – Town Council Newsletter**

Cllr Harvey outlined her item of business for a non-political newsletter for Caldicot residents.

It was resolved to support Cllr Harvey’s request for the production of a non-political newsletter and to nominate Cllrs J Harvey, M Stevens, P Stevens and R Stewart to a working party to take this matter forward.

- ii) Cllr D Ashwin - Unfriendly Passenger Bus Service**

See Min 9077 (3) above

- 9082 To Approve the Minutes of Personnel Committee 16.9.13 [Circ]**

The Minutes of Personnel Committee 16.9.13 were approved

- a) To Consider Recommendations**

Ref 3: A Member of Personnel Committee stated he had spoken to the security attendant for Town Council building about the vacancy and subject to a change in closing times they would be interested and proposed they are offered the position. The Clerk referred Members to the advertisement in Town Council noticeboard and the closing date of 27.9.13.

It was resolved to offer the position to the current security attendant for Town Council building after the expiry date, subject to no other interest being shown in the vacancy.

Ref 4: A Member requested what discussions had taken place in order to arrive at the recommendations and requested if Town Council staff had been consulted in this matter. The Mayor stated a meeting will be arranged for staff with the Personnel Committee. A discussion ensued and certain Members were extremely unhappy with the item being discussed in open council.

The Clerk requested it be recorded that she was unable to make any comment as the issue was being discussed in open Council. No consultation had taken place with the staff.

Cllr J Haskey stated she was “disgusted at the unprofessional behaviour in this matter” and requested her comments be recorded. Cllr M Stevens also requested her continued request for this item to be discussed in committee be recorded.

It was proposed seconded and resolved to accept recommendation (a) to change office hours to be open to the public Monday – Thursday 10am – 3pm and Friday 10am – 1pm

A recorded vote was requested:

For: Cllrs AD/AE/DE/FJH/RJH/AL/PW

Against: Cllrs JH/MS/PS/SW

Abstention: Cllr RS

It was further resolved to consider recommendation (b) in committee

9083 To Consider Town Council Representative to Caldicot CAB - Cllr RS resigned 17.9.13

Town Council nominated Cllr P Watts as its replacement representative to Caldicot CAB

The Council considered the following item under KGVPF Trustee Committee

9084 King George V Playing Fields – Trustee Committee

a) Costs Re: Dog Exclusion Zone – KGVPF [b/f Circ]

Town Council considered advice from its solicitors on revoking the current bylaw at KGVPF and making a dog control order.

It was resolved not to pursue this matter due to the costs involved.

b) To Consider Notes of Compound Working Party 3.9.13 [Circ]

Town Council noted the Notes of Compound Working Party 3.9.13.

c) To Consider Draft Plans Re: Compound NB Electricity Pole – Cost for Removal, if required £933.26 [Circ]

Town Council considered the draft plans for works to the compound. A Member updated on the compound working party meeting and referred to amendments to the original plans, particularly in relation to the toilets and the outside canopies.

Members agreed to the removal of electricity pole should the project go ahead.

The Mayor advised Members of provisional costs received for the project of £68,000 based on the average local building costs of £1,000 per square metre.

It was resolved:

- i) to arrange a meeting of compound working party and the architect to discuss the draft plans.**
- ii) to approve costs for removal of electricity pole at £933.26 should the project go ahead.**

d) To Consider Response to Advertisement Re: Compound [Circ]

Town Council considered an expression of interest for the use of the compound from Rectoral Benefice of Caldicot Church in Wales following advertisement in Town Council noticeboard.

It was resolved to acknowledge the Rectoral Benefice of Caldicot Church in Wales advising that they are the only expression of interest received and they will be considered when a final decision is made for the project to go ahead.

e) To Consider Location of Adult Exercise Equipment – NB Representative Wicksteed meeting at 9.30 am 25.9.13 Town Council Office should members wish to be present

The chairperson of compound working party clarified the positioning of adult exercise equipment as recommended by the provider at a site meeting this morning and as previously advised to Town Council. Members were shown the reproduction drawing indicating the position of the equipment and it was stated that Members could have an input at the time of installation if they so wished.

It was resolved to accept the advice of the supplier and invite members of the compound working party to have an input at the time of installation.

9085 To Note Foodbank Presentation to Planning & Resources Committee 8.10.13

Town Council noted deferral of the Foodbank presentation to Members.

9086 To Consider Best Kept Garden Presentations – P&R 8.10.13

Town Council noted Best Kept Garden Presentations to be held 8.10.13.

9087 Town Council resolved to accept an additional urgent item of correspondence from Dan Davies, Mon CC onto the agenda.

The Mayor read out correspondence received from Dan Davies, Mon CC expressing his disappointment that the fireworks display at Caldicot was not going ahead this year and requesting if he could galvanise a team of key community members to look at staging the community event would the Town Council, in principle, maintain the financial contribution that they have made in previous years and support the event.

Cllr D Evans advised Members of ‘Town Team’, an organisation currently in the process of being set up and interested in organising a fireworks event at Caldicot Castle with the encouragement of Senior Officers at Mon CC. Cllr Evans stated a special meeting of Severnside Area Committee had been arranged to discuss funding for the event.

It was resolved to defer a potential application for funding from Town Team to Planning & Resources Committee 8.10.13 pending a Constitution and details of its bank details.

9088 Reports

a) Town Council Representatives on Outside Bodies

i) Cllr M Stevens – Restorative Justice Committee 14.8.13

Town Council accepted the written report of Restorative Justice Committee 14.8.13 from Cllr M Stevens.

Cllr P Stevens reported on the recent Severnside Area Committee meeting where a presentation was received from Town Team, a small group being set up to look at regeneration of the town centre and who had been given a lot of powers to raise money for Caldicot and would be in receipt of s106 funding.

Cllr Stevens stated Mon CC supported the Town Team who is looking for a shop in the town centre for people to go in and have their say on what they would like the town centre to look like. Cllr Stevens also stated Town Council would take a secondary role in the regeneration of the town centre with potentially one representative on the group. The group would be overarched by a Mon CC Programme Board.

It was resolved to invite representatives of Town Team to meet with Town Council

b) Governors

Cllr S Webb updated Members in relation to Dewstow Primary school, stating the school was due for inspection in October 2013.

Cllr Webb referred to issues of car parking around the school and issues identified with the grounds. The school will be receiving its final 'health check' 26.9.13 as the official end of year one.

c) Twinning Exchange 31.8.13 – 3.9.13 – any report

Cllr A Davies and P Watts outlined the recent twinning trip and referred to the welcome and the excellent entertainment provided by Waghäusel. It was stated that Members did not have much involvement with the Town Council under the circumstances. Cllr A Davies referred to the 'great sense of community' shown by the host town.

d) Other

Cllr A Davies updated on the Mon CC Charter stating good progress had been made and an Action Plan approved. Cllr Davies stated the majority of the meeting outlined concerns regarding Mon CC's financial position and looking at what services can be devolved to town and community councils.

Cllr D Evans referred to Mon CC having to cut £9 million from its budget next year with cuts of £24 million over the next 3 years and stated Mon CC would be coming to town council asking for help whilst looking to offload different services. Cllr R J Higginson referred to town and community councils not having the expertise to undertake additional duties.

9089 RESOLVED - Exclusion of Press and Public – By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted:

(a) Caldicot & District CAB – Accounts – see Item 14(d)

Town Council noted Caldicot & District CAB Accounts

(b) Merlin Waste – Re: Dog Waste Bins

Town Council considered correspondence from its dog waste collection contractor in relation to carrier bags of dog waste being deposited under several of the dog bins in the town and increased volumes of dog waste being collected. A discussion ensued and Town Council did not consider it was the responsibility of the contractor to remove carrier bags.

It was resolved to instruct the contractor to leave any carrier bags deposited under dog bins and to report any incidents to Mon CC as an environmental issue.

(c) (i) To Consider Quotation for Installation of Fingerpost KGVPF

Town Council resolved to accept quotation from John Reece to install fingerpost at KGVPF at a cost of £96.00 + VAT

(ii) To Consider Quotation for Works to Allotments [b/f TC 31.7.13]

Town Council resolved to accept quotation from John Reece for works to Sandy Lane and Oakley Way allotments at a cost of £581.00 + VAT

[Mayor/Deputy Mayor]