

**Minutes of Caldicot Town Council held at 6.30pm on Wednesday, 25<sup>th</sup> November 2015 at Caldicot Town Council**

**Present:** Cllrs: D Evans, Mayor R J Higginson  
P Stevens, Deputy Mayor A Lloyd [left 7.35pm]  
D Ashwin [left 7.25pm] M Stevens  
W Conniff [left 7.40pm] F Rowberry  
A Davies R Stewart [left 7.30pm]  
A Easson P Watts  
F J Harvey J Williams

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

*Town Council undertook one minute's silence in respect of the recent incidents in Paris and the loss of local resident Mark Sim, in an explosion at Celsa Steel plant in Cardiff.*

**9487 Apologies**

Apologies were received from Cllrs J Haskey, S Webb

**9488 Declarations of Interest – To be identified under the relevant item/Forms to be completed**

**Cllrs D Evans, R J Higginson and P Watts declared an interest in Planning  
Cllrs M Stevens and P Stevens declared an interest in Plan DC/2015/01300**

Further Declarations of Interest to be identified under the relevant item.

**9489 Open Forum for Public Participation [max 15 mins at Mayor's Discretion]**

The following items were raised during the Public Open Forum:

- Fence/advertising regulations re: at 46 Chepstow Road – *It was agreed to request clarification from Mon CC in this matter*

**9490 Police Report [Requested] – To Follow**

Town Council noted the written Police Report 28.10.15 – 24.11.15, circulated at the meeting and verbal report from PCSO Ceri Vaughan, including notification of new Sergeant David Jenkins in post until March 16 – see Appendix A

**9491 To Approve the Minutes of Extraordinary Meeting 27<sup>th</sup> October 2015 [Circ]  
[Clerked by One Voice Wales] – see Item 16  
a) Mayor to Sign the Minutes**

A Member requested why the Minutes of Extraordinary meeting held 27.10.15 were confidential and not open to the public when Town Council was paying £1,500 for a report and all minutes of Town Council meetings should be open to the public for transparency. Cllr D Evans, Mayor advised the Member that his advice from One Voice Wales was that the minutes of the meeting were confidential and not open to the public, if the member so wished to challenge the advice. Following a request by the Member for clarification of whether the report would be made available to the public, the Mayor confirmed it would not be made available.

**9492 To Approve the Minutes of Full Town Council Meeting 28<sup>th</sup> October 2015 [Circ]  
a) Mayor to Sign the Minutes**

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

**9493 To Approve the Minutes of Planning & Resource Committee 10<sup>th</sup> October 2015 [Circ]**

**a) Mayor to Sign the Minutes**

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

**9494 Correspondence [Circulated unless marked\*]**

**\*(1) Resident**

**To note correspondence re: dissatisfaction with local bus service sent to Mon CC 16.11.15**

A Member requested why this item of correspondence had not been circulated and was advised of personal information contained in the correspondence and that it had been forwarded to Mon CC for response. Dissatisfaction was made about the bus service.

**It was resolved to invite Newport Bus to Town Council meeting in January and defer this item to the meeting with a copy of the correspondence being circulated with the agenda at that time.**

**(2) Mon CC**

**To note response re: bus shelters/timetable Changes**

Town Council considered the response from Mon CC advising there are no timetable changes planned for 1.11.15 and that replacement glass has been ordered from the manufacturers for repairs to bus shelters as the local company it contacted did not have the correct tools for the existing glazing bars.

A discussion ensued and Members were unhappy with the length of time this issue was taking to be resolved, particularly as Town Council was going to be paying for the repairs. Reference was made to inclement weather over the past few weeks and to issues with the bus timetables and buses arriving late.

Members also referred to its repeated request for the installation of a bus shelter at Green Lane which had still not been implemented.

**It was resolved to write to Paul Matthews, Chief Executive Officer, Mon CC to urge MCC carries out repairs to bus shelters urgently and to install the bus shelter at Green Lane with a copy to Messrs Roger Hoggins and Richard Cope.**

**(3) Police & Crime Commissioner**

**To note invitation to a precept consultation event 11.01.16**

Town Council considered an invitation to attend a consultation event 11.1.16 with the Police & Crime Commissioner's Chief Finance Officer regarding the 2016/17 budget.

The Clerk advised Members that notification had been received that day that the Police & Crime Commissioner's meeting with Town Council in the new year had been cancelled.

**It was resolved to nominate Cllr A Easson to attend the precept consultation event 11.1.16 as an approved duty and to express disappointment at the cancellation of the meeting with the Police & Crime Commissioner and Town Council in the new year.**

**\*(4) Network Rail**

**To note Station Road Reconstruction Nov/Dec update [emailed to Members 12.11.15]; Drop-In 23.11.15 – Severn View Social Club**

Town Council noted the Network Rail drop-in event 23.11.15.

**9494 (5) Gwent Wildlife Trust**

**To consider correspondence re: Tidal Lagoons  
- Severn Estuary**

Town Council considered correspondence from Gwent Wildlife Trust advising it is contacting local groups and organisations to seek interest in sharing information with the potential to provide networking support for all responses to future applications and consultations regarding tidal lagoons in the Severn Estuary.

**It was resolved to invite Gwent Wildlife Trust to address Town Council in the New Year.**

**\* (6) Resident**

**To consider request to site bench in Cemetery**

**Town Council resolved to approve a request from a resident to site a bench in the cemetery and to liaise with the Clerk regarding suitable location.**

**(7) Roger Hoggins, Mon CC**

**Further options around ‘localising’ services  
with Caldicot TC**

Town Council considered a request for further options about what services might most readily lend themselves to be organised between Town Council and Mon CC following discussions with County Councillor D Evans, in particular the option of enhancing the manual sweeper service by providing the sweeper with a compact (or ‘mini’) sweeper.

Cllr Evans stated he had merely made enquiries with Mr Hoggins and that he did not commit Town Council to anything.

A discussion ensued and it was stated that certain aspects relating to Caldicot should be deferred to Estimates Committee, however funding of a mini sweeper should be considered for discussion as part of the Severnside cluster group consisting of local community councils.

**It was resolved:**

- i) to request Mr R Hoggins, Mon CC arrange a meeting of the cluster group with local community councils, including Caerwent CC and Portskewett CC to consider further options around ‘localising’ services**
- ii) to defer the correspondence to Estimates Cttee 8.12.15**

**9495 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] Welsh Government

Welsh Govt Update for Community & Town Councils Oct 15/Statutory Guidance to Welsh LA’s on the Power to promote or improve Economic on Social or Environmental Well-Being under the LGA 2000

[B] STRI

Bulletin, Autum 2014

[C] Mon CC

Monmouth Comprehensive School Consultation  
Consultation: Draft Public Services Ombudsman (Wales) Bill **closing date 18.1.16**

[D] National Assembly for Wales

[E] Clerks & Councils Direct

November 2015, Issue 102

[F] SW Fire & Rescue Service

Stage 2 Improvement Plan 2014/15

[G] Mon CC	i) Revised CCTV Monitoring Report Sept/Oct
	ii) Six month review
	iii) Agenda/Mins CCTV User Group 12.11.15
[H] One Voice Wales	i) Ombudsman's Casebook 22
	ii) Consultation/Questionnaire – Guidance for Allotments and Community Led Gardening Projects
	iii) Response to Statutory Guidance for the Well-being of Future Generations (Wales) Act 2015
	iv) Invitation to provide feedback <b>by 16.11.15</b>
	v) Wales Audit Office Newsletter
[I] Monmouthshire County Citizens Advice	i) Agenda 7.12.15
[J] Allotment & Leisure Gardener	ii) Annual Report/Financial Statements 2014-15
[K] Mon CC	Issue 4, 2015
	Give Dog fouling The Red Card Agenda/Mins 3.11.15/Program Board Documentation
[L] SLCC	The Clerk Magazine - Vol 46 Nos 5/6

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

#### **9496 Planning [Displayed – subject to receipt of plan]**

**Cllrs D Evans, R J Higginson and P Watts declared an interest in this item**

##### **A) Planning Applications Received**

**DC/2015/00968:** Reserved matters application in relation to the appearance and layout of the proposed house. Outline approval reference DC/2013/00864 – 205 Elan Way, Caldicot **TC Refused\***

**\*Concerns about nature of infilling in Caldicot**

**DC/2015/01311:** To build a bedroom above existing garage, single skin of garage removed and a cavity construction wall built – 17 Castle Lea, Caldicot **TC Approved**

**Cllrs M Stevens and P Stevens declared an interest in plan DC/2015/01300 and left the room.**

**DC/2015/01300:** Alterations to existing door and window fenestration – Grayhill Surgery, Caldicot **TC Approved**

*Cllrs M Stevens and P Stevens returned to the meeting.*

#### **9497 Finance**

##### **a) To Approve Updated Cheque List Schedule November 2015 [Circ]**

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

##### **b) To Approve Mon CC Invoice for £5,000 re: Contribution to Summer Playscheme 2015**

**Town Council resolved to approve payment of Mon CC invoice for £5,000 for Playscheme 2015**

#### **9498 Town Centre Issues [CIRC]**

##### **a) Mon CC - Re: bollards/barrier – To Consider Options**

Town Council considered correspondence and costs for bollards/barrier options in the town centre.

A lengthy discussion ensued and it was stated that the costs bore no relevance to what was discussed or requested at the site meeting held 9.11.15. It was pointed out that the email, together with the costs was sent by Mon CC prior to the meeting in the town centre and that Town Council was awaiting a response from Mon CC with regard to suggestions made at the site meeting.

It was stated that Members were under the impression that the market traders were permitted on to the pedestrianised area to off-load their wares only, following which the vehicles were to be removed.

**It was resolved:**

- i) to write to Mon CC advising that as the Highways Authority it had responsibility for public safety in Caldicot and request an urgent response in line with the outcome of the site meeting 9.11.15 with a copy to Caldicot Police**

**\*(i) To Note Response from Market Inspector that traders arrive 5.30am and leave at 5.30pm and continuous access is needed between these times**

Town Council noted the above response from the Market Inspector.

**It was resolved to request a copy of the market traders' agreement and shop keepers' display permit in relation to vehicles in the town centre and which shops have been issued with permits.**

- b) Mon CC - Re: pigeon issues in Caldicot town centre – To Consider Options**

**It was resolved to consider this item in committee – see below**

**9499 To Approve the Notes of Compound Working Party 18.11.15 [Circ]**

**It was resolved to consider this item in committee – see below**

**9500 To Approve the Minutes of Health & Safety Committee 18.11.15 [Circ]**

The Minutes were approved as a true record

- a) To Consider Recommendations – see also Item 16**

**It was resolved to consider the recommendations in committee – see below**

**9501 To Approve the Minutes of Personnel Committee 20.11.15 – To follow**

**It was resolved to consider this item in committee – see below**

**9502 Cemetery Land**

- (i) Awaiting Response from Natural Resources Wales**

It was noted that no response had been received to date

- (ii) To Consider Progress Re: Test Holes see Item 16**

**It was resolved to consider this item in committee – see below**

- (iii) To Consider Request from Town Council Contractor to site small 660lt locked bin near existing bins close to cemetery entrance [no cost to TC]**

**It was resolved to permit Town Council's Contractor to site a small locked bin in the Cemetery**

## 9503 Reports

### a) Reports from Town Council Representatives on Outside Bodies

Cllr D Evans stated he had attended a CSAT meeting whereby concerns were expressed about the camera in the middle of the town centre, since installation of the Christmas lights, which Mon CC and not Town Council required checking out.

Cllr A Davies stated that the Program Board was looking at modifying/amending the Seven for Severnside Plan and its current theme was 'transport in Severnside' and his intention was to meet with all councils in Severnside to more reflect what the people wanted.

### b) Governors reports

There were no reports

### c) Other

Cllr A Easson referred to street lights not working in the Jubilee Way Car Park, affecting the CCTV camera and requested Town Council report this to Mon CC – Cllr Easson to provide the Clerk with column numbers

Cllr J Williams reported the street light at the footpath leading to the community hub not working. It was stated that this was an unadopted footpath.

Cllr M Stevens advised Members of Churches Together holding active nativity days in the town centre on 19.12.15 and 22.12.15.

*Cllr D Ashwin left the meeting at this point.*

## 9504 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:

- (i) **To Approve the Minutes of Extraordinary Meeting 27th October 2015 [Circ]  
[Clerked by One Voice Wales]**

The Minutes were approved

- (a) **Mayor to Sign the Minutes**

The Mayor signed the Minutes

- (ii) **To Consider Correspondence/Draft Lease from Town Council Solicitor Re: Tymperleys [Circ]**

**Town Council resolved to accept the above correspondence/draft lease as circulated**

- (iii) **To Consider Quotation Re: Pigeons – see Item 10(b) [Circ]**

Town Council considered correspondence from MCC Environmental Health Officer following the site meeting held 9.11.15 together with quotations for a treatment plan recommended for the type of pigeon activity evident in the town centre.

Town Council also accepted on to the agenda a quotation for removal of pigeons as per the method undertaken by Chepstow Town Council in the past. Members were advised that the culling of pigeons should only be considered as a last resort and following proof that all other methods had proved unsuccessful.

**It was resolved to defer this item to Planning & Resources Cttee 8.12.15 pending further information from Chepstow Town Council.**

*Cllrs W Conniff, A Lloyd and R Stewart left the meeting during discussion of this item.*

**(iv) To Consider Quotation Re: Health & Safety Works [Circ]**

**a) TC Compound**

**Town Council resolved to accept quotation from John Reece for cutting trees/clearing up rubbish around compound at a cost of £375 + VAT**

**b) Trees copse Sandy Lane**

**Town Council resolved to accept quotation from John Reece for cutting trees and trimming up at copse Sandy Lane at a cost of £475 + VAT**

**c) Jubilee Toilets**

Town Council considered quotation to modify ramp to Jubilee Way toilets to prevent rubbish accumulating beneath.

**It was resolved to request Mr Roger Hoggins, Mon CC approach the street cleaner to clear out beneath the ramps frequently on Town Council's behalf.**

**d) Entrance Sandy Lane Allotments – To Follow**

**Town Council accept quotation from John Reece for works to Sandy Lane allotments at a cost of £450 + VAT**

**9499 To Approve the Notes of Compound Working Party 18.11.15 [Circ]**

The notes of Compound Working Party 18.11.15 were approved.

Cllr M Stevens, Chairperson of the working party updated Members in relation to the compound.

**It was resolved to obtain quotations for repair/replacement of the compound gates.**

**9501 To Approve the Minutes of Personnel Committee 20.11.15 – To follow**

The Minutes of Personnel Committee were circulated to Members. Cllr M Stevens requested why Personnel Committee meetings were being called with insufficient time for the minutes to be distributed with the agenda packs in order for them to be digested and Cllr Stevens requested her comments be recorded in the minutes.

*The Clerk requested she leave the meeting at this point*

In the absence of the Clerk a discussion ensued regarding the accuracy of the minutes, particularly in relation to the insertion of 'resolved' as opposed to 'recommended'. It was stated that Personnel Committee could only make recommendations it was a matter for Town Council to make the final decision.

Cllr R J Higginson proposed to approve the minutes, seconded by Cllr F Rowberry.

A recorded vote was requested

**For: Cllrs AD/AE/DE/FR/PW/JW**

**Against: Cllrs MS/PS/FJH**

**It was resolved to approve the Minutes of Personnel Committee**

*The Clerk returned to the meeting*

**9504 (v) To Consider Quotation for General Works – KGVPF, Cemetery, Town Council [Circ]**

**It was resolved to approve quotation for general works by Town Council Contractor as follows:**

**KGVPF - Total: £670.00 + VAT**

To replace damaged bin with new steel bin of same size and type

To edge up all paths and clear turf from site

To remove tree guards from newly planted trees

To repaint in green paint spattered bin at entrance

To repaint spring Elephant in similar colours

**Cemetery -Total: £578.00 + VAT**

To install soakaway in front of main bins

To remove dead sections of hedge in car park area and replant with Holly (Holly is less susceptible to honey fungus)

To cut back cemetery hedge overhanging garages

To replace pedestrian gate at Town Council with purpose built wooden gate in pressure treated timber  
– **£70.00 + VAT**

**(vi) To Consider Quotation Re: Cemetery Land – see Item 14 (ii) [Circ]**

**Town Council resolved to accept quotation from John Ball for works to cemetery land at a cost of £250 + VAT**

.....  
Mayor/Deputy Mayor



**Council Report**  
**28 October - 24 November 2015**

**Anti-Social Behaviour 9 Calls**

- 1 Youths on the Portacabin - left before officers arrived
- 2 Youths letting off fireworks in the skate park - youths spoken to
- 2 Youths letting off fireworks in the castle grounds area checked
- 1 Male begging outside asda
- 1 Youths running in front of cars
- 1 Youths shouting and swearing
- 1 Youths on the town

**Criminal Damage 5 Calls**

- 2 Damage to vehicles Longcroft Rd - Offenders dealt with
- 2 Damage to fencing
- 1 Fencing, as sign and the bin removed in King George Playing Field

**Shoplifting 1 Call Asda**

**Burglary 2 Calls**

- 1 Castle Lea
- 1 Garage Park Rd/Firs Rd