

CALDICOT TOWN COUNCIL

Sandy Lane
Caldicot

Minutes of meeting of Full Town Council held at 6.30pm on Wednesday 26th January 2005 at Caldicot Day Luncheon Centre.

PRESENT:

Cllrs R Stewart, Mayor	R J Higginson
P Tidmarsh, Deputy Mayor	G Jenkins
D Ashwin	D Jones
C Babb	R King
W Edwards [left 8.15pm]	J Roberts [left 8.30pm]
D Evans	K Thomas
J Haskey [left 8pm]	

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

The Mayor, Cllr R Stewart, welcomed Cllr D Evans [duly elected 20.1.05] to Town Council.

7384 Apologies

Apologies were received from Cllrs K Bevan, J Daniels, E Davies, S Williams

Cllr Stewart referred to Cllr Davies' absence due to illness.

7385 Suspended Proceedings – Caldicot Police

See Appendix A

7386 Open Forum for Public Participation

- Mr G Powell referred to Min 7363 [Min 7345] and to Members contacting Mon CC instead of obtaining advice from the Clerk.
- Mr Powell requested what the formal function of the Development Committee [Min 7365].
- Mr Powell referred to Min 7367 (3) in relation to Caldicot making additional payments towards the running of cemeteries.
- Mr Powell requested when he would receive a suitable response to his letter to Town Council. The Mayor advised Mr Powell that two responses had been sent to him. Mr Powell stated the responses did not answer his questions and if he did not receive a suitable response he would request the Welsh Assembly Government undertake enquiries into the running of the Town Council.
- Mr Powell referred to an increase of 37.5% in Town Council precept and stated he would call a public meeting where he would ask the people of Caldicot to disband the Town Council.
- Mr J Marshall requested progress from Cllr W Edwards on the Birbeck Road Park initiative.
- Cllr C Babb referred to certain Members of Town Council giving incorrect information to the press.

Cllr P Tidmarsh made an inappropriate comment to Mr G Powell, for which he apologised.

7387 Declarations of Interest

Cllr P Tidmarsh declared an interest in Min 7390 (1)

Cllr R Stewart declared an interest in Planning Matters

Cllr R J Higginson declared an interest in Min 7390 (7), (17) and (18)

Cllr D Evans declared an interest in Min 7390 (7)

Further Declarations of Interest to be identified under the relevant Minute

7388 To Approve the Minutes of Full Town Council Meeting 24th November 2004 [Circ]

The Minutes were approved as a true record.

a) Matters Arising from the Minutes

Min 7361 Cllr W Edwards sought confirmation that six Members understood the presentation given by Representatives of Valuation Office Agenda/Mon CC re: Rebanding/Council Tax Revaluation.

Cllr R J Higginson declared an interest in this matter.

Min 7363 [Min 7345 – Min 7329(b)] Cllr R J Higginson stated the information sought from Mon CC by Cllr J Daniels was not obtained from a Legal Officer.

Reference was made to “systematic undermining of the Clerk” and to information sought by the Clerk being challenged by Members. It was stated that as Proper Officer it was the Clerk’s duty to source information for Town Council.

Cllr R Stewart referred to “democracy” and stated Members were entitled to source information for themselves.

Min 7367 (1b) Cllr D Evans advised Members that the next meeting of Events Cttee would be held on 1.2.05.

b) Mayor to Sign the Minutes

Cllr R Stewart, Mayor, signed the Minutes

7389 To Approve the Minutes of Planning Committee 11th January 2005 [Circ]

The Minutes were approved as a true record subject to page 2 item 7 - delete ‘7.40pm’ and insert ‘6.40pm’

a) Matters Arising from the Minutes

Page 2 item 6 Cllr W Edwards sought confirmation that Members were “happy” with the increase of £11.97 to ‘Band D’ properties, equating to a 37.5% increase. Cllr Edwards expressed concern regarding the increase.

Cllr J Haskey referred to disrespect shown to Members in Town Council meetings and stated Members should be working together for the people of Caldicot.

b) Mayor to Sign the Minutes

Cllr R Stewart, Mayor, signed the Minutes

7390 Correspondence [Circ unless marked*]

(1) Caldicot Community Website

Request for donation

Town Council resolved to donate £200 to Caldicot Community Website [WE/RJH].

Cllr P Tidmarsh declared an interest in this matter and withdrew from the meeting.
7390 (1a) Shopmobility Newport Request for donation

Town Council resolved to donate £100 to Shopmobility Newport [PT/RK].

*** (2) Caldicot & District Royal British Legion Appreciation for donation**

Town Council noted the appreciation for donation of £250 from Caldicot & District Royal British Legion.

*** (2a) Eisteddfod Genedlaethol Cymru Appreciation for donation**

Town Council noted the appreciation for donation of £25 from Eisteddfod Genedlaethol Cymru

*** (2b) Caldicot & District CAB Appreciation for donation/Annual Report 2004**

Town Council noted the appreciation for donation of £4,500 from Caldicot & District CAB

*** (3) Cllr J Haskey Re Street Lighting – Oakley Way/Oakley Close/
Park Road**

Town Council resolved to support Cllr J Haskey's endeavours in relation to street lighting in Oakley Way, Oakley Close and Park Road.

Cllrs R J Higginson and W Edwards declared an interest in this matter.

*** (3a) Mon CC Health and Safety at Work Act 1974 – HS (G) 47
New Roads and Street Works Act 1991 – Section
79(3) Street/Road Name:- Charity FM S/S
Caldicot**

Town Council noted the above copy information from Mon CC.

*** (3b) Mon CC Health and Safety at Work Act 1974 – HS (G) 47
New Roads and Street Works Act 1991 – Section
79(3) Street/Road Name: 180A Newport Rd,
Caldicot**

Town Council noted the above copy information from Mon CC.

*** (3c) Mon CC Health and Safety at Work Act 1974 – HS (G) 47
New Roads and Street Works Act 1991 – Section
79(3) Street/Road Name: Wentwood View Caldicot**

Town Council noted the above copy information from Mon CC.

*** (3d) Mon CC Health and Safety at Work Act 1974 – HS (G) 47
New Roads and Street Works Act 1991 – Section
79(3) Street/Road Name: Oakley Way, Caldicot**

Town Council noted the above copy information from Mon CC.

7390 (4) Mon CC

Copy Letter to Severnside Area Forum Members

Town Council noted copy correspondence from Mon CC in relation to the submission of CEDS bids for a feasibility study into a Youth Centre, West End, Caldicot and Community Centre.

(4a) Mon CC

Youth Café West End, Caldicot

(4b) Cty Cllr J Harris

Re: Feasibility Study, Youth Centre, Caldicot

Town Council noted correspondence from County Cllr J Harris opposing a development of youth café at West End and the use of CEDS funding being placed into a feasibility study for a youth centre at West End.

Proceedings were suspended to enable Mr Giles Ballisat to address Members regarding a feasibility study.

It was stated that a feasibility study had been proposed in order to ascertain the possibility of a youth café being opened in Caldicot. Cllr R Stewart referred to former Cllr A Huntley proposing a Youth Centre, which was supported by the Town Council at that time. It was also stated that if the results of the feasibility were favourable the matter would be brought back to Town Council.

(5) Mon CC

Caldicot Leisure Centre Summer Play Scheme

Town Council noted correspondence from Mon CC requesting increased funding towards Caldicot Leisure Centre Summer Play Scheme.

The Clerk confirmed that £10,000 had been set aside in Estimates 2005/2006 towards Caldicot Summer Play Scheme.

*** (6) Mon CC**

Acceptance of Cllr J Haskey on Governing Body of Caldicot Green Lane School

Town Council noted the acceptance of Cllr J Haskey on Governing Body of Caldicot Green Lane School.

Cllr J Haskey requested permission to leave the meeting and left at this point [8pm]

*** (7) Mon CC**

Re: Residents Petition for Footpath From Denny View to By-Pass – Held for Future consideration

Town Council noted correspondence from Mon CC stating the request for footpath from Denny View to By-Pass would be held for future consideration.

Cllr D Evans advised Members that he had received correspondence from Mon CC stating the request would be considered 2005/2006.

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

*** (8) Welsh Blood Service**

Blood Donor Results for Caldicot 12-14.12.04

Town Council noted blood donor results for Caldicot from Welsh Blood Service.

7390 (9) Caldicot Amateur Operatic Society

Use of Kitchen & Cafeteria facilities at Caldicot School

Members noted correspondence from Caldicot Amateur Operatic Society requesting Town Council assistance in obtaining permission to use kitchen facilities at Caldicot Comprehensive School during the interval of productions held at the school.

Cllr R Stewart advised Members this matter had now been resolved.

(10) Mon CC

**Local Biodiversity Action Plan (LBAP)
Partnership for Monmouthshire**

Town Council noted correspondence from Mon CC stating a final draft of the Local Biodiversity Action Plan would soon be completed.

Cllrs W Edwards and R J Higginson declared an interest in this matter

(11) Kidney Research Unit for Wales [KRUF] Walk for Life 2005 – Sunday 13th March 2005

Town Council considered a request from KRUF “to gather together a group of people, these could be colleagues, friends or family, who would be interested in being involved in a sponsored walk”
Town Council resolved to support KRUF Walk for Life 2005.

*** (12) One Voice Wales**

**Freedom of Information Act General Right of
Access – January 2005**

Town Council noted correspondence from One Voice Wales in relation to the Freedom of Information Act.

(13) One Voice Wales

Update from Chief Executive

Town Council noted the update from Chief Executive of One Voice Wales.

(14) Caldicot Events Committee

**Appreciation/Invitation to Members to Judging
of Carnival Queen Competition – 1pm, Sunday
13.2.05**

Town Council considered a request from Caldicot Events Committee for the use of DLC for the judging of the Carnival Queen Competition and an invitation for Members and partners to attend the judging.

It was resolved to agree to Caldicot Events Committee use of DLC for the judging of the Carnival Queen Competition 13.2.05

Cllrs W Edwards and G Jenkins offered prior apologies.

(15) Cllr R Stewart

Various Issues

i) Feasibility of a Youth Centre in Caldicot

Cllr R Stewart referred to alternative sites being available for a youth centre in Caldicot – See Min 7390 (4). It was stated that feasibility studies could be carried out as and when required.

7390 (15) ii) Behaviour of Town Councillors During Meetings

Cllr R Stewart referred to Planning Committee meeting 11.1.04 and to Cllr W Edwards leaving the meeting to spend the remainder of the meeting in the public gallery. Cllr Edwards stated if the Mayor had an issue with his behaviour, he should take it to the Standards Committee.

Cllr C Babb referred Cllr R Stewart to rules/guidelines of Chairmanship.

iii) Council's Acceptance of Incoming Mail

Cllr R Stewart referred to the Clerk's refusal to accept correspondence to Town Council on Plaid Cymru headed paper.

The Clerk advised Members she had received a letter on 19.10.04 on politically headed paper signed by Mr J Porter, Secretary of Plaid Cymru, to which she had requested Mr Porter resubmit the letter either as a member of the public or via his local Town Council Member, which he did. The Clerk stated neither Mr Porter nor Cllr D Ashwin had an issue with her request and she failed to understand why three months following original receipt and consideration of the correspondence, this matter has been placed on Town Council agenda.

Cllr Stewart stated he had checked this matter out with County Hall Legal Department and the correspondence should have been accepted. This advice was conflicting to advice sought by the Clerk from SLCC Legal Adviser (see Min 7390 (15a))

It was resolved that it be recorded in the Minutes that there was no issue to be resolved in this matter.

Items (iv) to (vii) were deferred to Full Town Council meeting 23.2.05 as more specific details of issues to be raised was required prior to discussion.

- iv) Town Councillors Contacting County Hall**
- v) Youngsters Intimidating Adults in Town Centre**
- vi) Litter Outside Chicken Takeaway**
- vii) Sign – Town Centre Car Park**

(15a) SLCC Legal Adviser

Re: Council's Acceptance of Incoming Mail

Town Council noted advice to the Clerk in relation to acceptance of incoming mail – see also Min 7390 (15iii) above.

(16) Cllr J Roberts

Offer of Additional Training for Caldicot Town Council

Town Council accepted Cllr J Roberts' offer of provision of additional training for Caldicot Town Council.

(17) Mrs R Appleby

Road Safety

Town Council considered correspondence from Mrs R Appleby in relation to drivers apparently not obeying traffic lights at the junction of Station Road and Newport Road.

It was resolved:

- i) to acknowledge Mrs Appleby's correspondence
- ii) to refer this matter to Caldicot Police
- iii) to refer this matter to Mr Giles Ballisat, Mon CC One-Stop-Shop for investigation into the timing of the traffic lights.

Cllr R J Higginson declared an interest in this matter

7390* (18)Popleston Allen Solicitors

Application for Transfer of Justices' Licence – Haywain, Sandy Lane, Caldicot

Town Council noted the above application for transfer of Justices' licence.

Cllr R J Higginson declared an interest in this matter

(19) Mon CC

Re: Caldicot Leisure Centre [b/f TC 24.11.04]

Town Council noted correspondence from Mon CC in relation to Caldicot Leisure Centre.

It was resolved to re-agenda this item.

Cllr W Edwards left the meeting at this point [8.15pm]

7391 Publications, Minutes, Etc [DISPLAYED]

[A] NALC Direct Information Service	Issue Nos 594 – 597 [inc]
[B] Plus Publishing Services	Local Council's Update Issue No 62
[C] Clerks & Councils Direct	January 2005
[D] Local Council Review	May/July/September/Nov 2004/January 2005
[E] Monmouthshire Area CHC Cttee	Agenda/Mins 7.12.04
[F] Mon CC, Severnside Area Forum	Agenda/Mins 12.1.05
[G] Mon CC	Cabinet Agenda/Mins 1.12.04/3.12.04/21.12.04/5.1.05/13.1.05
[H] Mon CC	Community News 14
[I] International Tree Foundation	Trees are News, January 2005-01-20
[J] Welsh Assembly Government	Providing Indemnities to Members and Officers of Relevant Authorities – Consultation Document
[K] Welsh Development Agency	Future Technologies – A Final Report
[L] Welsh Assembly Government	Interim Marine Aggregates Dredging Policy

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

7392 Planning Committee [Displayed]

A) Planning Applications

No Planning Applications received at despatch of Agenda

B) Mon CC Planning Information

i) List of Planning Applications Received

13.12.04 – 17.12.04

20.12.04 – 24.12.04

30.12.04 – 03.01.05

ii) Mon CC Planning Agenda 25.1.05 – For Information

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

Cllr R Stewart declared an interest in Planning matters

7393 Cheque List Schedule Update [Circ]

Town Council resolved to approve the updated Cheque List Schedule.

7394 Donations and Contributions Schedule Update [Circ]

Town Council resolved to approve the updated Donations and Contributions Schedule.

**7395 CCTV – Re: Town Council Meeting 11.1.05 [Circ]
Mon CC – CCTV Update [Circulated at the meeting]**

Town Council noted correspondence from Donna Sidnell, Community Safety and CCTV Projects Officer, Mon CC stating a meeting arranged with Town Council 11.1.05 had been cancelled via a telephone call to her colleague “as a result of a key council member not being able to attend”.

The Clerk stated she considers this a “serious matter” and that neither she nor her assistant had cancelled the pre-arranged meeting with Ms Sidnell and BT had confirmed that no telephone call had been made from Town Council office 10.1.05 to County Hall.

A discussion ensued and Members were concerned that a woman purporting to be the Clerk and using her name had cancelled the meeting.

Cllr P Tidmarsh proposed a vote of confidence in the Clerk.

Members referred to the “regrettable situation”.

The Clerk referred Members to further correspondence from Ms Donna Sidnell [circulated at the meeting] offering dates available for CCTV training if Town Council so requires.

It was resolved to accept the offer of training for 8th March 2005, following Planning Committee [Planning issues only to be agenda’d for that date.]

Cllr J Roberts left the meeting at this point [8.30pm]

7396 To Re-evaluate Representative for REDPOP [b/f TC 27.10.04]

Town Council resolved to confirm Cllr R King’s contact details with REDPOP.

7397 To Consider Sub-Committee Representatives Re: Community Hall – Cllrs CB/ED/JR To Note CEDS bid applied for [closing date 21.1.05]

Town Council resolved to dissolve the above Sub-Committee and defer this matter to Town Council Development Committee.

7398 Induction Loop System – DLC To Note: Bid Application to RCA Rejected

Town Council noted the unsuccessful application to RCA for induction loop system as a result of RCA no longer being able to fund capital projects.

It was resolved to refer this matter to Day Luncheon Centre Voluntary Committee.

7399 Caldicot Day Luncheon Centre Voluntary Committee [DLCVC] – To Arrange Meeting

It was agreed that a meeting of DLCVC be arranged.

7400 Twinning – To Arrange Meeting of Twinning Committee [To Note Only Correspondence Received to Date – Faxed Copy of French Newspaper Article Received 18.1.05 re Proposed Twinning

Cllr D Evans requested how many Members were participating in twinning. It was stated that Cllrs R Stewart, P Tidmarsh, K Thomas, D Evans and R J Higginson were participating.

The Mayor advised Members that a mini-bus was available to Waterloo at a cost of £30 per person for those travelling by train.

Cllr Evans requested how many persons in total were participating in twinning and what were the arrangements. Cllr P Tidmarsh advised Members they would be informed following a meeting of the Twinning Association.

The Clerk requested clarification as to who was organising the twinning visit to Morières as she was unaware of these arrangements and referred to a previous letter to the Mayor, where she had stated she could not be held responsible for the organisation of events outside of Town Council office.

7401 King George V Playing Fields – Roles and Responsibilities of Trustees – Cllr P Tidmarsh

Cllr P Tidmarsh referred to his roles and responsibilities as Trustee of King George V Playing Fields [KGVPF]. It was stated that any information or advice in relation to trusteeship of KGVPF is sought via the Clerk from the Charity Commission or the National Playing Fields Association.

Cllr P Tidmarsh stated in relation to the Herbert Trust, he was required to sign a declaration. Cllr Tidmarsh was advised that Town Council as a corporate body completed an annual return to the Charity Commission.

It was resolved to investigate a training course via RCA in relation to trusteeship.

7402 Best Dressed Christmas House Competition – To Arrange Date for Presentation of Shield/Certs

Town Council resolved to hold the presentation for Best Dressed Christmas House presentation at 7.15pm following Planning Committee 8.2.05.

The Clerk advised Members that she was experiencing difficulties in locating the Winner's shield as the 2004 winner had emigrated and although the shield had apparently been left at the Resource Centre it could not be located.

It was resolved that if the shield is not located by 1.2.05, the Clerk purchase a replacement shield.

Cllr K Thomas requested if refreshments could be made available for the presentation and it was stated that members of the public had appreciated previous buffets.

7403 Caldicot Cemetery – Awaiting Report Mon CC Cemetery Working Group

Town Council noted that the Mon CC Cemetery Working Group report had not been received to date.

7404 Transfer of Cemetery to Mon CC – Re: Issues Relating to Min 7367 (3) TC24.11.04

Town Council noted that maintenance and running costs were made available at Estimates Committee and that issues relating to consultation of the public, staff matters etc, required consideration prior to reporting back to Mon CC.

7405 Reports

a) To Approve Minutes of Personnel Committee Meeting, 6.30pm 18.11.04 [b/f 26.10.04]

Town Council considered the Minutes of Personnel Committee 18.11.04. A discussion ensued and reference was made to the objectives of the Committee and to proper consultation with the appropriate bodies in relation to policy making.

It was resolved to approve the Minutes of Personnel Committee meeting 18.11.04.

b) To Approve Notes of Meeting with Caldicot AFC 14.12.04

Town Council considered the Notes of Meeting with Caldicot AFC 14.12.04. Reference was made to Caldicot AFC apparently paying players and it was requested if Caldicot AFC had produced a copy of its accounts, showing gate receipts in order for Town Council to ensure that Caldicot AFC are making no adverse profit from the use of KGVPF. Cllr R Stewart stated Cllr J Daniels had made the comment to Caldicot AFC and no decision to officially request their accounts was made at the meeting.

It was requested why Caldicot AFC were reluctant to forward a copy of their accounts and it was stated that Caldicot Bowls Club had provided receipts which had been accepted by National Playing Fields Association.

The Clerk advised that any income from KGVPF must be “put into the fields” and that NPFA had accepted that as a result of large amounts of expenditure on the fields, any income be offset against such expenditure.

It was proposed by Cllr R J Higginson and seconded by Cllr C Babb that Caldicot AFC be requested to produce accounts showing gate receipts to KGVPF. A vote ensued: 5 – For: 5 Against. The Mayor gave a casting vote and the proposal was not carried.

c) Governors

There were no Governors’ reports

d) Other

There were no other reports.

The meeting closed at 9.05pm

APPENDIX A

7389 Suspended Proceedings – Caldicot Police

Insp Marc Budden introduced himself to Members as new Inspector for Caldicot and stated he looked forward to working with Members and was aware of Members' issues within Caldicot, particularly in relation to opening times of the Police Station in Caldicot.

Insp Budden referred to youth disorder in the town and to a recent initiative in conjunction with Trading Standards to combat underage drinking in the town.

Reference was made to the cancellation of CCTV meeting, via a telephone call to Insp Budden.

A reduction in crime following installation of CCTV appeared evident in the town centre. Insp Budden will report back with ward-based comparisons in relation to crime reduction.

A "viewing machine" for CCTV tapes has been requested for Caldicot, which will reduce waiting time to view CCTV evidence.

PC Tony Bentham updated Members on crime figures for Caldicot and referred to 'hot spots' and ways of dealing with issues.

It was stated that Caldicot has best crime detection rate within 'B' Division with a reduction of 70% for the whole of Caldicot.

Funding is being sought for issuing shed alarms and personal attack alarms to members of the public.

Reference was made to a weekly Police Surgery held in Mon CC One-Stop-Shop, Woodstock Way.

Reference was made to a possible revamp of REDPOP.

Cllr G Jenkins referred to cars parking outside the gates to Caldicot Comprehensive School, opposite Somerfield on school mornings. Insp Budden stated he would request PCSO's to address this matter.

Reference was made to drug issues in Caldicot.

Cllr J Haskey referred to youths using pellet guns in Oakley Way to shoot out street lights. PC Bentham referred to youth disorder in the town and to Anti Social Behaviour Contracts [ABC's] and Anti Social Behaviour Orders [ASBO's]