

CALDICOT TOWN COUNCIL

Sandy Lane
Caldicot

Minutes of meeting of Caldicot Town Council held at 6.30 pm on Wednesday, 26th March 2008
at Caldicot Day Luncheon Centre

PRESENT:

Cllrs:D Ashwin, Mayor	J Haskey
J Daniels	J Marshall [left 8pm]
A Easson [left 8pm]	R Stewart
D Evans	K Thomas

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

8019 Apologies

Apologies were received from Cllrs C Babb, R J Higginson, G Jenkins, D Jones,

8020 Forum for Public Participation [30 Minutes]

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

- Caldicot and District Chamber of Commerce Treasurer's Report/Year End Accounts 2007
- Citizens Advice Bureau request for additional funding
- Appreciation from Mr & Mrs Llewellyn for flowers and letter for their Golden Wedding Anniversary
- Proposed road repairs in Caldicot/Mon CC Road Safety Strategy
- Parental responsibility for the behaviour of youths

8021 Declarations of Interest – to be identified under the relevant item

Cllr D Ashwin declared an interest in Mon CC and Min 8025 (7)

Cllr J Daniels declared an interest in Min 8025 (2)

Cllr D Evans declared an interest in Min 8025 (1b), Min 8034 (c)

Cllr R Stewart declared an interest in Planning Matters

Further declarations of interest to be identified under the relevant item

8022 To Approve the Minutes of Full Town Council Meeting 27.2.08 [Circ]

The minutes were approved subject to:

- Min 8006 (14a) insert "*Cllr J Daniels requested it be noted that Cllrs A Easson, D Evans, J Marshall and R J Higginson did not declare an interest in this item*"
- Min 8006 (14a) insert "*Cllr J Marshall referred to declarations of interest being the responsibility of individual members and can be declared at any time*"
- Min 8006 (28) insert "*Cllr A Easson left the room during discussion of this item*"

a) Mayor to Sign the Minutes

The Mayor signed the Minutes

8023 To Note No Quorum for Planning Committee 11.3.08

Town Council noted no quorum for Planning Committee 11.3.08

8024 To Ratify decision of Extremely Urgent Cttee [Planning] [Cllrs DA/CB/JD]

DC/2008/00216: Dormer with loft conversion – 25 Fitzwalter Road, Caldicot **Approved**

Town Council resolved to ratify the above planning decision

8025 Correspondence [Circ unless marked*]

**(1) Caldicot & District Chamber of Commerce Request for Donation/End of Year Accounts 07
[See Committee]/TC Representation**

Town Council considered correspondence from Caldicot and District Chamber of Commerce:

- requesting End of Year Accounts 2007 be considered confidentially
- stating the accounts were un-audited due to high costs involved
- in appreciation for 2007 grants
- advising of the AGM decision that Town Council members wishing to attend Chamber of Commerce meetings should seek approval prior to the meeting – **TC noted no further representation on the Chamber of Commerce**
- requesting donations for August Festival and Fireworks Events 2008
- notice of Chamber of Commerce 2008 committee contacts

It was resolved to withdraw the Year End Accounts 2007 from Committee to consider this matter in conjunction with item (17)

[Vote For: Cllrs D Ashwin/J Daniels/A Easson/D Evans/J Haskey/R Stewart (6) – Abstentions: Cllrs J Marshall/K Thomas (2)]

(17) Cllr J Daniels

Funding of Caldicot & District Chamber of Commerce and Trade

Town Council considered correspondence from Cllr J Daniels:

- stating Chamber of Commerce had failed to produce audited accounts
- proposing that no further funding for any reason be given to Chamber of Commerce due to inadequate accounting practices and its failure to comply with Town Council's request to provide audited accounts
- stating Chamber of Commerce are not regulated
- further proposing to seek legal advice from Town Council's Solicitor on how to address this matter

A lengthy discussion ensued and the following items were discussed:

- incorrect paperwork/errors in the Year End Accounts
- Year End Accounts not audited
- Chamber of Commerce's previous acceptance to provide audited accounts
- Town Council's donations not appearing in the accounts
- audited accounts being a requirement from organisations receiving donations of £2,000+
- Town Council's definition of 'audited accounts'
- donations to Chamber of Commerce - £6,000 plus Policing costs for August Festival 07
- Town Council's legal responsibility in relation to donations
- seeking of advice in this matter from Town Council's Solicitors
- Chamber of Commerce being given an opportunity to resubmit correct accounts
- withdrawal of Town Council facility to attend Chamber of Commerce meetings

It was proposed and seconded that no further funding be made to Caldicot & District Chamber of Commerce until audited accounts were received by Town Council.

An Amendment was proposed to defer a decision to allow Town Council to define 'audited accounts' and give Caldicot & District Chamber of Commerce an opportunity to clarify its accounts.

[Vote – For the Amendment: Cllrs A Easson/D Evans/J Marshall/K Thomas (4) – Against: Cllrs D Ashwin/J Daniels/J Haskey/R Stewart (4) + Mayor's Casting Vote]

The Proposal was carried.

It was further proposed to seek the advice of Town Council Solicitor in this matter

[Vote - For: Cllrs D Ashwin/J Daniels/J Haskey/R Stewart (4) + Mayor's Casting Vote – Against: Cllrs A Easson/D Evans/J Marshall/K Thomas (4)]

It was resolved:

- i) that no further funding be made to Caldicot & District Chamber of Commerce until audited accounts were received by Town Council**
- ii) to seek the advice of Town Council Solicitor in this matter**

8025 (1a) Mencap Cymru

Request for Donation

Town Council resolved to donate £50 to Mencap Cymru

(1b) Caldicot Carnival Committee

Request for Donation

Town Council considered a request for donation from the re-formed Caldicot Carnival Committee, to arrange Caldicot Carnival.

It was resolved to donate £3,000 to Caldicot Carnival Committee subject to receipt of projected accounts for the 2008 carnival for consideration at Planning Committee 8.4.08 and a copy of its new Constitution.

Cllr D Evans requested the assistance of Town Council groundsman for the Carnival.

It was further resolved to agree to Town Council groundsman assisting with the Carnival arrangements 26.5.08

Cllr D Evans declared an interest in this matter

(1c) Bethany Baptist Fellowship

Request for Donation

Town Council considered a request for donation for start-up costs to enable Bethany Baptist Fellowship to provide a youth group for 11-16 year olds.

It was resolved to donate £2,700 to Bethany Baptist Fellowship

Cllrs J Haskey and J Marshall declared an interest in this matter

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

Town Council noted the appreciation for donation from Caldicot & District Royal British Legion

Cllr J Daniels declared an interest in this matter

8025 *(2a) Caldicot & District Citizens Advice Bureau Appreciation for Donation

Town Council noted the appreciation for donation from Caldicot & District Citizens Advice Bureau

*** (2b) Kidney Wales Foundation Appreciation for Donation**

Town Council noted the appreciation for donation from Kidney Wales Foundation

(2c) Llangollen Musical Eisteddfod Appreciation for Donation/Invitation to Festival

Town Council noted the appreciation for donation from Llangollen Musical Eisteddfod and offer of complementary tickets to the 2008 festival.

(3) Mon CC Three Year Road Safety Strategy Programme

Town Council noted correspondence from Mon CC advising of no waiting restriction signs suitable or approved by the Department for Transport which would prevent sale of vehicles from a layby.

(3a) Mon CC Pedestrian Crossing B4245

Town Council noted correspondence from Mon CC confirming Town Council's request for a pedestrian crossing at the B4245 near Cherry Trees, Caldicot had been added to the current list for further consideration.

(4) Caldicot & District Chamber of Commerce Proposed Flagpole(s) at DLC

Town Council considered a request for two flagpoles to be funded and installed by the Chamber of Commerce.

A heated discussion ensued and the following items were discussed:

- Chamber of Commerce End of Year Accounts
- Absence of 'six months rule'
- Minute 8006(13)
- Payment for flagpoles

It was proposed and seconded to rescind Town Council's previous decision to permit Caldicot & District Chamber of Commerce to install an additional flagpole at Town Council office pending audited accounts being received from Caldicot & District Chamber of Commerce.

An amended was proposed and seconded to stand by Town Council's decision of Min 8006 (13)

[Vote – For the Amendment: Cllrs A Easson/D Evans/J Marshall/K Thomas (4) - Against: Cllrs A Easson/D Evans/J Marshall/K Thomas (4) + DA Casting Vote]

The Proposal was carried.

It was resolved to rescind Town Council's previous decision to permit Caldicot & District Chamber of Commerce to install an additional flagpole at Town Council office pending audited accounts being received from Caldicot & District Chamber of Commerce.

Cllrs A Easson and J Marshall left the meeting at this point.

8025 (5) Local Resident

Copy Letter to Cllr RS Re: Bus Shelters

Town Council noted the above copy correspondence to Cllr R Stewart.

(5a) Cllr R Stewart

Copy Response to (5)

Town Council noted copy response to (5).

(6) Cllr J Haskey

Re: Sandy Lane Allotment fence

Town Council considered correspondence from Cllr J Haskey conveying appreciation from herself and allotment plot holders to the contractor who installed the new fence at Sandy Lane allotments and requesting hedging alongside the new fence.

A discussion ensued and the following items were discussed:

- contractors' guarantee for the fence
- wildlife
- suitable hedging
- siting of proposed hedging
- future trimming of proposed hedge

It was resolved to seek recommendation for a suitable hedge to be planted alongside the new fence at Sandy Lane allotments.

Proceedings were suspended to allow Trustees of King George V Playing Fields to consider the following item:

(7) The Zone

Re: King George V Playing Fields

Town Council considered correspondence from The Zone enquiring about an area of King George V Playing Fields being made available as a location for a new youth facility venue.

A discussion ensued and reference was made to refusal of previous requests for buildings on the fields.

It was resolved not to permit any building on King George V Playing Fields

Cllr D Ashwin declared an interest in this matter

Normal proceedings were resumed

(8) Inspector J Smith

Request for Mobile CCTV Van at Oakley Way

Town Council considered correspondence from Inspector J Smith advising that a problem profile on Oakley Way had been requested due to the hourly hire cost of £27 for the CCTV van and that he would liaise with Mr C Norman, CCTV Development Officer when the results were available.

It was resolved to invite Inspector Smith and Mr C Norman, CCTV Development Officer to meet with Town Council at Planning Committee in April.

(9) Mon CC

**Section 14 – Road Traffic Regulation Order
Crick Road, Caldicot - Temporary Road
Closure - For Information**

Town Council noted the above Temporary Road Closure.

8025 (10) Matthew Pugh

Re: CCTV System in Caldicot Town Centre

Town Council considered correspondence from Matthew Pugh offering his services in relation to CCTV in the town centre.

It was resolved to refer the correspondence to Mr C Norman, CCTV Development Officer

Cllr D Ashwin declared an interest in this matter

*** (11) Allotment Plotholder**

Request to Place Shed: Oakley Way Allotments

Town Council resolved to permit a small shed at plot 13 Oakley Way allotments at the plot holders' own risk and responsibility for health and safety.

*** (12) Allotment Plotholder**

Request to Place Shed: Sandy Lane Allotments

Town Council resolved to permit a small shed at plot 17 Sandy Lane allotments at the plot holders' own risk and responsibility for health and safety.

(13) Severn Tunnel Action Group [STAG]

Request to Update Town Council

Town Council considered correspondence from STAG requesting a presentation to update Town Council on ideas on ways to promote Severn Tunnel Junction and its services.

It was resolved to invite Severn Tunnel Action Group to update Town Council 28.5.08

(14) Carol Mutlow

Classic Rock Weekend

Town Council considered correspondence from Carol Mutlow advising of a proposed Classic Rock Weekend to be held in Caldicot Castle Park 1st – 3rd August 2008.

It was stated that this matter had been referred to the Môr Hafren Committee.

It was resolved to refer the correspondence to Caldicot Regeneration Committee, Caldicot & District Chamber of Commerce and Caldicot Carnival Committee

Cllrs D Ashwin and R Stewart declared an interest in this matter

(15) Mon CC

Copy Correspondence Re: Caldicot Festival [Carnival] – Monday 26.5.08

Town Council noted copy correspondence from Mon CC advising that Caldicot Carnival will take place 26th May 2008.

(16) Bethany Baptist Fellowship

“Hope for Caldicot” Project

Town Council considered correspondence from Bethany Baptist Fellowship advising of a proposed project being run in conjunction with a national campaign where churches are encouraged to work with their local councils around their town or city.

A discussion ensued and the following items were discussed:

- Appreciation of churches' support
- health and safety issues re: chemicals, materials etc
- rubbish in Oakley Way

It was resolved that Town Council consider a contribution of costs and forward a copy of the correspondence from Bethany Baptist Fellowship to Mon CC One Stop Shop

8025 (17) Cllr J Daniels

Funding of Caldicot & District Chamber of Commerce and Trade

See Min 8025 (1) above

(18) Advocacy Wales

Re: Caldicot People First Group

Town Council noted correspondence from Advocacy Wales in relation to a proposed meeting to be held at 5.15pm on 31.3.08 at Caldicot Leisure Centre for Caldicot People First Group to meet with Town and Community Councillors.

(19) Cllr R Stewart

Re: Planters at Rogiet end of Caldicot

Cllr R Stewart referred to the unsightly planters at Rogiet end of Caldicot and requested if the planters could be levelled out.

It was resolved to request Mon CC address this issue.

(20) Mon CC

Copy Correspondence re: KGVPF Footpath

Town Council noted correspondence stating repairs had been programmed to take place to the footpath at King George V Playing Fields [KGVPF].

8026 Publications, Minutes, Etc [Displayed]

[A] NALC	Direct Information Service issues 676–677 (inc)
[B] Môr Hafren Area Committee	Agenda/Mins 19.3.08
[C] NALC	Local Council Review, March 2008
[D] Plus Publishing Services	Local Council's Update Issue No 101
[E] Clerks & Councils Direct	January 08, Issue 56
[F] One Voice Wales	2008 Local Elections
[G] Severn Tunnel Action Group	Update
[H] Mon CC	Cabinet Agenda/Mins 6.2.08, 13.2.08
[I] Trustee Voices	Mar 2008
[J] Local Health Board	Review of Race Equality Scheme – Draft Revised Scheme www.monmouthshirelhb.wales.nhs.uk – Comments by end May 08
[K] Public Services Ombudsman for Wales	Principles of Good Administration & Principles of Redress

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

8027 Planning [Displayed]

A) Planning Applications Received

DC/2008/00175: Proposed conversion of vacant first floor offices to 6 one-bedroom flats – 34 – 42 Newport Road, Caldicot **TC Approved**

DC/2008/00257: First floor extension to side and single storey lean-to to front of existing dwelling – 10 Longfellow Close, Caldicot **TC Approved**

B) Mon CC Planning Information

i) Approval of Planning Permission

DC/2007/00601: Double storey side extension – 4 Plover Crescent, Caldicot **TC App 12.6.07**

DC/2007/01593: Single storey extension to front of existing dwelling – 30 Lapwing Avenue, Caldicot **TC App 30.1.08**

DC/2008/00004: Rear single storey extension and pitch roof around side flat roof garage and front bay – 58 Mill Lane, Caldicot **TC App 30.1.08**

DC/2008/00051: Edwardian style conservatory to rear elevation – 14 Linnet Road, Caldicot **TC App 12.2.08**

DC/2008/00080: White PVCu lean to rear conservatory – 40 Goldfinch Close, Caldicot **TC App 12.2.08**

DC/2008/00083: Re-new existing balcony brick and railing balustrade with an all metal railing balustrade (white) – 2-24 and 43-65 Longfellow Road, Caldicot **TC App 12.2.08**

DC/2008/00096: Re-new existing balcony brick and railing balustrade with an all metal railing balustrade (white) – 5-27 Betjeman Avenue, Caldicot **TC App 12.2.08**

DC/2008/00097: Re-new existing balcony brick and railing balustrade with an all metal railing balustrade (white) – 1-12 and 13-24 Masefield Road, Caldicot **TC App 12.2.08**

DC/2008/00113: White PVCu Edwardian conservatory to rear of property – 34 Cobb Crescent, Caldicot **TC App 12.2.08**

DC/2007/01573: Two storey side extension to form two (one bedroom) flats – 4 Westfield Avenue, Caldicot **TC App 30.1.08**

ii) Refusal of Planning Permission

DC/2007/01465: Attic conversion & roof dormer to rear elevation – 80 Taff Road, Caldicot **TC App 08.01.08**

iii) Mon CC Planning Agenda 4.3.08, 18.3.08 – For Information

Town Council noted the above Planning Information from Mon CC

8028 Finance [Circ]

a) Cheque List Schedule

- Update

Town Council approved the updated Cheque List Schedule as circulated

b) Donations and Contributions Schedule - Update

Town Council approved the updated Donations and Contributions Schedule as circulated

c) To approve payment of Sandy Lane Allotment Fence/Removal of Debris - £12,630 + VAT [From Reserves]

Town Council resolved to approve payment of Sandy Lane allotment fence and removal of debris at a cost of £12,630 + VAT from reserves

d) To consider quotation for internal audit 07/08 - £1,211.25 + VAT

Town Council resolved to accept quotation for internal audit 07/08 at a cost of £1,211.25 + VAT

8029 Rescission of Previous Resolution [b/f TC 27.2.08] [Circ]

A discussion ensued in relation to the absence of a six months rule.

It was resolved to reinstate Item 36 of Town Council Standing Orders as follows:

(a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least six members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.

(b) When a special resolution has been disposed of, no similar resolution may be moved within a further six months.

8030 To Approve Recommendations of Health and Safety Committee meeting 6.3.08 [Circ]

It was resolved to approve the recommendations of Health and Safety Committee meeting 6.3.08 subject to costs being brought back to Town Council for consideration

a) To Consider Replacement of Gate [Health & Safety] at Sandy Lane allotments

A discussion ensued regarding the gate at Sandy Lane allotments and to potential costs for providing keys to plot holders for a lock to be installed on any proposed replacement gate.

It was resolved:

i) to consider replacement gate in Committee

ii) to defer a decision to provide a lock at Sandy Lane allotments pending liaison with plot holders in this matter

8031 To Consider Town Council Annual Meeting, 6.30pm Tuesday, 13th May 2008

It was resolved to hold Town Council Annual Meeting at 6.30pm on Tuesday, 13th May 2008

a) To Consider Planning Committee following Annual Meeting

It was resolved to hold a meeting of Planning Committee following Town Council Annual Meeting on Tuesday, 13th May 2008

8032 Caldicot Cemetery

- a) To approve renewal of annual contract re: moles at Caldicot Cemetery -£378.00 +VAT**

It was resolved to renew annual contract re: moles at Caldicot Cemetery at a cost of £378.00 + VAT

- b) To Consider Presentation Re: Headstone Testing - £175.00 + VAT [2003]**

Town Council did not consider a presentation on the testing of headstones necessary due to its previous decision to hand-test headstones in the cemetery.

It was resolved that Town Council Tendering Committee meet in order to go out to tender for the hand testing of headstones at Caldicot Cemetery.

- c) To Set Date for Commencement of Consultation**

It was resolved to defer this item pending tenders for the hand testing of headstones at Caldicot Cemetery

8033 Reports

- a) Flooding Forum Minutes 3.3.08 [Circ]**

Town Council noted the draft notes of Caldicot Flooding Forum 3.3.08. The Mayor advised of the next meeting to be arranged towards the end of May 2008.

- b) Town Council Representatives on Outside Bodies**

Cllr R Stewart updated Members on the recent CAIR meeting held at DLC.

- c) Public Meeting 14.3.08 Re: Caldicot Carnival - See Correspondence (15) above**

See Min 8025 (15) above

Cllr D Evans declared an interest in this matter

- d) Governors**

There were no Governors' reports

- e) Other**

It was resolved to agenda a request in the public open forum for further donation from Citizens Advice Bureau for Planning Committee 8.4.08

8034 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) Caldicot & District Chamber of Commerce – End of Year Accounts – See 7(1) above**

See Min 8025 (1) above

- ii) Tymperley's Nursery – Lease renewal**

Town Council accepted the recommendation not to increase the rent for Tymperley's Nursery

iii) To consider quotation for computer maintenance/support

It was resolved to request clarification of the quotation for computer maintenance/support

iv) To consider quotation for hedge/tree trimming [Circ]

It was resolved to accept quotation from Willow Landscapes to trim hedges and tree branches at a total cost of £430.00 + VAT

v) To consider quotation for allotment signs [Circ]

It was resolved to request installation costs for allotment signs.

vi) To consider quotation for allotment gate – Sandy Lane [Circ]

It was resolved to request quotation for allotment gate from KRL and Mon CC

The meeting closed at 8.55pm

.....

Mayor/Deputy Mayor