

Minutes of Caldicot Town Council held at 6.30pm on Wednesday, 26th September 2012 at Caldicot Town Council.

Present: Cllrs: R J Higginson, Mayor
A Lloyd [left 8.45pm]
A Davies, Deputy Mayor
P Maycock-Jones
D Ashwin
M Stevens
D Evans
P Stevens
F J Harvey
R Stewart
J Haskey [left 8pm]

[In attendance: Mrs A Sandiford, Members of Public]

8677 Apologies

Apologies were received from Cllrs W Conniff, A Easson, G Owen, P Watts S Webb and G McIntyre, Clerk

The Mayor advised Members of an additional nomination for Citizen's Award received after despatch of the Agenda and the s137 application for grant from Caldicot & District Chamber of Commerce omitted from the agenda.

It was resolved to accept the above items onto the agenda.

8678 Declarations of Interest – To be identified under the relevant item/Forms to be completed

Cllr D Ashwin declared an interest in Min 8684 (2)

Cllr D Evans declared an interest in Planning

Further declarations of interest to be identified under the relevant item.

8679 Suspended Proceedings

i) Caldicot Police re: Dog Fouling

See Appendix A

ii) Caldicot & District Chamber of Commerce re: Festival/Fireworks Events 2012

See Minute 8698 below

8680 Open Forum for Public Participation [max 30 mins at Mayor's Discretion]

The following items were raised during the public open forum:

- "What percentage of money gained by Mon CC from Asda is going to Caldicot School?" – The Mayor refused to permit a letter to be read out by a member of the public requesting it is submitted to Town Council for discussion on an agenda if required.
- No fixed penalty fines issued in relation to dog fouling
- MHA housing strategy for ex service personnel
- Overgrown brambles in area opposite Gray Hill Surgery

8681 To Approve the Minutes of Full Town Council Meeting 25th July 2012 [Circ]

a) Mayor to Sign the Minutes

The Minutes were approved and duly signed by the Mayor.

8682 To Approve the Minutes of Planning & Resources Committee 14th August 2012 [Circ]

The Minutes were approved, subject to the addition of Cllr D Ashwin and deletion of Cllr P Watts under 'present'

a) Mayor to Sign the Minutes

The Mayor signed the Minutes.

8683 To Approve the Minutes of Planning & Resources Committee 11th September 2012 [Circ]

a) Mayor to Sign the Minutes

The Minutes were approved and duly signed by the Mayor.

8684 Correspondence [Circulated unless marked*]

(1) a) Assoc of Burial Authorities [ABA]

Re: Partnership ABA/ICCM

b) Institute of Cemetery & Crematorium Management [ICCM]

To approve invoice £45 to 31.3.13

Town Council noted the amalgamation of ABA and ICCM and resolved to approve invoice of £45 to 31.3.13.

(2) Newport City Council

Re: CCTV Monitoring Caldicot Town

Town Council noted correspondence from Newport City Council offering CCTV monitoring to neighbours and the private sector as a regional resource.

It was resolved to acknowledge the correspondence advising Town Council is committed to a 3 year contract with Mon CC.

Cllr D Ashwin declared an interest in this matter and left the room

(3) a) Mon CC

Re: Fairtrade

Town Council noted correspondence and a copy of Mon CC's Fairtrade resolution passed in 2007 and the 'Monmouthshire Fairtrade County Renewal Action Plan – May 2012'

b) Chepstow Fairtrade Forum

Re: Fairtrade

Town Council considered correspondence from Chepstow Fairtrade Forum advising of the date for its next forum meeting.

A Member stated he had attended the Chepstow Fairtrade Forum meeting 25.9.12 and proceeded to update Town Council in relation to the meeting.

It was resolved to request representatives of Chepstow Fairtrade Forum address Town Council on this issue.

(4) Mon Housing Association [MHA]

To note Response re: Strategy for Ex Service Personnel

Town Council noted the response from MHA relating to the Common Allocations Policy for Monmouthshire (adoped by MCC, MHA, Melin and Charter) *item 16.3.6 - Applicants Leaving the Armed Forces*

8684 (5) Cabinet Member for Regulatory Services To note response re: proposed dog fouling

Town Council noted the response from Cabinet Member for Regulatory Services in relation to Town Council's request to urge Mon CC to introduce a scheme based on the 'Blaenau Gwent Model' in relation to issues of litter and dog-fouling.

(6) Mon CC To note response re: baby changing facilities

Town Council noted the response from Mon CC advising of a proposed site visit by Property Services to look at the viability of installing baby changing facilities in both Ladies and Gents toilets in the town centre.

(7) One Voice Wales To note Motions for debate at AGM 13.10.12

Town Council noted the motions selected by the Conference Committee for debate in the AGM on 13.10.12.

It was requested that Members consider future motions for next year in advance.

(8) One Voice Wales To consider request to complete survey re: Potential Role of Community and Town Councils in Economic Development

It was resolved that the Mayor and Deputy Mayor complete the above Survey Questionnaire on behalf of Town Council.

(9) Mon Domestic Abuse & Sexual Violence (DASV) Coordinator To consider request to address Town Council

Town Council considered a request from Mon Domestic Abuse & Sexual Violence (DASV) Coordinator to address Town Council.

A Member referred to the 'horrifying' statistics in relation to domestic abuse in Monmouthshire.

It was resolved to invite Mon Domestic Abuse & Sexual Violence (DASV) Coordinator to address Town Council at a future Planning & Resources Committee meeting.

***(10) Caldicot & District CAB Appreciation for £8,500 Donation**

Town Council noted the appreciation for donation from Caldicot & District CAB.

(11) The Woodland Trust To note successful application for Woodland Trust Community Tree Planting Pack: 60 Trees (small hedge)

Town Council noted its application for a free Woodland Trust community tree planting pack for King George V Playing Fields had been successful.

It was resolved to contact local primary schools and the press in relation to the planting of the trees.

8684*(12) Caldicot Website Committee

To note awaiting response from Webmaster

Town Council noted further response awaited from Caldicot Website Committee.

(13) Mon CC

To note response re: Caldicot buses

Town Council considered a response from Mon CC in relation to Caldicot buses.

A Member stated they had attended the recent 'Local Bus Service Consultation' held in the one stop shop where it was stated that new Stagecoach buses supporting the Olympic events in London would eventually be decanted locally to replace older vehicles. The Member also referred to a recent incident affecting the No 74 bus at Newport Bus Station.

A discussion ensued and it was alleged that buses often do not turn up and it was requested if the Welsh Government should pay for those buses which allegedly do not turn up.

It was resolved to request an update from Mon CC in relation to new buses being decanted to replace older vehicles following the Olympic Events in London.

(14) Caerwent South Road Flying Club

Appreciation for £250 Donation

Town Council noted the appreciation for donation and an open invitation for Members to meet with Caerwent South Road Flying Club.

(15) Monitoring Officer, Mon CC

Re: Code of Conduct Training.

It was resolved to request the Monitoring Officer undertakes Code of Conduct training at 6pm on Wednesday 17th October 2012 at Town Council building for Caldicot Members only.

8685 Publications, Minutes, Etc [Displayed] – To Note available Town Council Office

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

[A] NALC

Direct Info Service Issues 789-792

[B] One Voice Wales

- The Voice – Issue 19 Summer

- 2012 Training Programme

- Equality Act 2010

- Consultation re: Power of Well Being

Response by 23.11.12

- Police and Crime Commissioner Elections

15.11.12

[C] NALC

LCR – Autumn 2012

[D] Clerks & Councils Direct

September 2012 Issue 83

[E] Caldicot Medical Group

PPG Mins 12.6.12

[F] Aneurin Bevan CHC

Agenda/Mins 28.8.12

[G] Severnside Area Cttee

Agenda/Mins 12.9.12

[H] Allotment & Leisure Gardener

Issue 3 2012

[I] Welsh Government

Tackling Poverty Action Plan 2012-2016

[J] Mon CC

CCTV Stats – August 2012

[K] Mon CC

Review of Communities and Electoral

Arrangements – Response by 5.10.12

[L] Mon CC

Re: Supplementary Planning Guidance

Car Parking Standards/Domestic Garages

Response by 1.10.12

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

8686 Planning [Displayed]

A) Planning Applications Received

DC/2012/00624: PVCU Conservatory – 2 Nedern Rise, Caldicot **TC Approved**

DC/2012/00649: 2 storey extension to family home – 2 Greenfield, Caldicot **TC Approved**

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

DC/2012/00686: To construct a dormer in the existing roof from storage to en-suite – 2 Prospect
Crescent, Caldicot **TC Approved**

B) Mon CC Planning Information

i) Planning Permissions

DC/2012/00023: Change of use of industrial unit and associated external parking of unit – Unit 50A
Symondscliffe Way, Severn Bridge Industrial Estate, Portskewett **TC App 13.3.12**

DC/2012/0320: Single storey side extension – 2 Churchfield Avenue, Caldicot **TC App 25.7.12**

DC/2012/00565: Replacement of existing shop front and entrance door to new full width shop front
and new side opening with entrance door and side screens. Internal refurbishment of premises –
27 Newport Road, Caldicot **TC App 25.7.12**

DC/2012/00566: Two fascia signs and two projecting hanging signs – 27 Newport Road, Caldicot
TC App 25.7.12

Town Council noted the above Planning Information from Mon CC.

8687 Finance [Circ]

i) To Approve Updated Cheque List Schedules June-September 2012

Town Council resolved to approve the updated Cheque List Schedules June – Sept 2012.

**ii) To Receive External Auditor's Certificate– Section 3 Annual Return Yr End 31.3.12
[Notice of Conclusion of Audit and Right to Inspect Annual Return Displayed in
accordance with Statute 20.9.12]**

**Town Council resolved to receive External Auditor's Certificate and noted a copy of the Audit
and Right to Inspect Annual Return had been posted in its noticeboard 20.9.12**

iii) To Approve payment of invoice - £1,050 re: (ii) above

Town Council resolved to approve payment of above invoice for £1,050.

8688 Members Items of Business [Circ]

i) Cllr J Harvey - (a) Overgrown hedges on by-pass

Town Council considered correspondence from Cllr Harvey in relation to overgrown hedges on the
by-pass and noted the correspondence had been forwarded to Mon CC.

A discussion ensued and it was stated that although overgrown hedges was an issue in many areas of
the town ultimate responsibility laid with Mon CC.

**It was resolved that Members report any issues of overgrown hedges to the Clerk for onward
transmission to Mr Alan Browne, Area Services Officer, Mon CC.**

- (b) Scrap Pile – Severnbridge Industrial Estate

Town Council considered correspondence from Cllr Harvey in relation to the height and size of the scrap heap at Woodstock site on the Caldicot industrial estate and skips parked outside the unit on the pavement. It was noted that the correspondence had been forwarded to Mon CC.

Cllr Harvey stated she had received an initial acknowledgement but no further information from Mon CC.

It was resolved to request a progress report from Mon CC on the issues raised by Cllr Harvey.

8688 ii) Cllrs C Conniff and A Davies – Re: Adult Disabled and Elderly Peoples Support Services in Caldicot

Town Council considered correspondence from Cllrs Conniff and Davies outlining a requirement for support and public services for elderly and disabled persons.

Cllr Davies referred to the percentage of local residents aged 55+ and to an Age Cymru befriending initiative extended to Caldicot offering taster sessions throughout October at Town Council building. Cllr Davies stated volunteers were being sought with the aim of providing the elderly and disabled with the best possible level of care.

Cllr Davies requested Members' support in formulating a task group, consisting preferable of one Member from each ward, to examine the current situation, monitor the success of the Age Cymru initiative and recommend any actions required for further improvements in services for the disabled and elderly in the community.

It was resolved to fully endorse the befriending initiative as outlined; support the taster sessions and nominate Cllrs W Conniff, A Davies, F J Harvey, P Stevens and P Maycock-Jones to an Action Forum Team to take a pivotal role in the initiative in order to take it forward.

Proceedings were suspended to allow Caldicot Town Council as Trustee to consider the following:

8689 King George V Playing Fields [KGVPF]

(i) To consider correspondence from Mon CC re: children's play area [Circ]

Town Council considered items of remedial work required to the children's play area following routine inspection by Mon CC.

It was resolved to obtain quotations for the remedial works required.

(ii) To consider STRI Report on Bowls Green September 2012 [Circ]

Town Council considered the STRI report on the bowls green.

It was resolved to accept the Advisory Report on the bowls green and forward a copy of the report to the Bowls Green Contractor.

(iii) To consider invitation to workshop/information evening for Trustees – 25.10.10 [Circ]

Town Council considered an invitation to a workshop/information evening for trustees.

It was resolved that Members interested in attending the event contact the Clerk.

8689 (iv) To Consider gates to Town Council Compound following installation of new fence [b/f TC 25.7.12]

The Mayor referred Members to the state of the compound, ie weeds growing up the new fence and ivy growing on the building.

It was resolved:

- i) to request a quotation from the contract groundsman to remove weeds and ivy and clean-up compound area**
- ii) to defer the issue of gates to Town Council compound to its Health & Safety Committee.**

Normal proceedings resumed

8690 To Note Grounds Maintenance Contract expires 31.10.12 [See Committee]

Town Council noted the expiry of grounds maintenance contract 31.10.12.

It was resolved to further consider this item under Min 8698 below.

8691 To Approve Notes of Meeting with Fields in Trust/Caldicot AFC 19.7.12 [b/f TC 25.7.12- notes circulated 25.7.12]

The Minutes of the above meeting were approved.

i) To Arrange a Meeting of User Sub-Committee KGVPF

It was resolved to obtain suitable dates from Caldicot AFC in order to arrange a meeting of User Sub-Committee KGVPF.

8692 To Approve Minutes of Christmas Lighting Sub-Committee 14.8.12 and 22.8.12 [Circ]

The Minutes of Christmas Lighting Sub-Committee 14.8.12 and 22.8.12 were approved

8693 To Approve Minutes of Twinning Committee 14.8.12 [Circ]

The Minutes of Twinning Committee 14.8.12 were approved

8694 To Arrange a Meeting of Health & Safety Committee

It was resolved to arrange a meeting of Health & Safety Committee

8695 To Note Caldicot Youth Group presentation at Planning & Resources Cttee 9.10.12

Town Council noted the forthcoming presentation by Caldicot Youth Group

8696 To Note Presentation of Best Kept Garden Competition/Citizen Awards Following Planning & Resources Cttee 9.10.12 [See Committee]

Town Council noted the arrangements for presentation of Best Kept Garden Competition/Citizen Awards 2012.

8697 Reports

a) Town Council Representatives on Outside Bodies

There were no reports

d) Governors

There were no reports

e) Other

Cllr D Evans advised Members that the Christmas lighting event will be taking place 30.11.12 as requested by Town Council.

8698 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:

Proceedings were suspended to allow representatives of Caldicot & District Chamber of Commerce to address Members re: Festival/Fireworks Events 2012

The Chairman, Mr J Lewis and Treasurer, Mr K Mundell addressed Members and answered questions in relation to finances relating to the recent Summer Spectacular event.

The outcome of the Summer Spectacular event resulted in a deficit of £1,700 thus resulting in an application to Town Council for £5,000 donation to enable the Fireworks event 2012 to go ahead.

The Mayor thanked Messrs Lewis and Mundell for addressing Members.

Normal proceedings resumed

i) To Consider Schedule for Grounds Maintenance Contract [Circ]

Town Council considered and approved the existing schedule for grounds maintenance contract.

It was resolved to go out to tender for Grounds Maintenance Contract as per the existing schedule.

ii) To Consider Nomination for Citizen's Award [Circ]

It was resolved to accept nominations for the following persons to be presented with Citizen's Awards 9.10.12

- Mrs C Mayo
- Mr J Partridge

iii) Re: TC Compound Fire Alarm

It was resolved to accept quotation from Alpha Alarms for replacement control board to the fire alarm at Town Council compound at a cost of £170 + VAT.

iv) To Consider Cost of 3 Christmas Trees

Town Council considered quotation for 3 Christmas trees plus barriers.

It was resolved:

- i) to accept quotation from J Reece for 3 Christmas trees at a cost of £750 + VAT**
- ii) request the quotation for supply and installation of barriers be reconsidered.**

v) To Consider s137 Application for Grant – Caldicot & District Chamber of Commerce

Town Council considered an application for £4,000 grant from Caldicot & District Chamber of Commerce.

It was resolved to agree in principle to a £5,000 donation towards the fireworks event 2012 consisting of £2,000 as set aside in Estimates to be paid immediately and a further guarantee of a maximum of £3,000 to be taken from its reserves fund, if required, following the event on production of receipts.

It was requested that Caldicot & District Chamber of Commerce apply to neighbouring councils for funding assistance for future

The meeting closed at 8.50pm

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Mayor/Deputy Mayor

Appendix A

8679 Suspended Proceedings

i) Caldicot Police re: Dog Fouling

The Mayor welcomed PC Caroline Lee and PCSO Tim Norville to the meeting and accepted apologies for Inspector Pope and Sergeant Giles.

PC Lee updated Members in relation to crime figures for the area and answered questions from Members and members of the public in relation to speeding vehicles in the town, particularly along Woodstock Way.

The issue of dog fouling in the town was discussed and some Members referred to them displaying 'pick up or pay up' posters, supplied by Mon CC Environmental Health department in their wards which resulted in a significant reduction of dog fouling incidents.

PCSO Norville outlined schemes undertaken in Caerwent and Magor/Undy in relation to dog fouling and stated posters had been displayed throughout the villages to educate dog owners of the potential fixed penalty fines; and patrols of the areas had been carried out effectively communicating with dog walkers.

Members advised PCSO Norville of dog fouling hotspots in their wards for onward referral to Mon CC Environmental Health Officer [EHO]. PCSO Norville advised of proposed future enforcement days to be carried out in conjunction with EHO.

A Member requested appreciation is passed on to Sgt Giles for his assistance in relation to the dog fouling initiative requested by Town Council.

It was clarified that posters could be attached to Mon CC lampposts and school fences.

It was also stated that no fixed penalty fines had been issued to dog owners due to the difficulty in physically catching offenders.

It was agreed to request posters from EHO for Members to display in Caldicot wards

The Mayor thanked PC Lee and PCSO Norville for attending the meeting.