

CALDICOT TOWN COUNCIL

Sandy Lane
Caldicot

Minutes of Caldicot Town Council held at 6.30pm on Wednesday 26th November 2008 at Caldicot Town Council

Present: Cllrs: D Evans, Mayor
P Watts, Deputy Mayor
C Ashwin
D Ashwin
J Bond
A Easson [7pm]
K Harris
R J Higginson
V Lloyd
J Marshall
M Stevens
R Stewart [left 7.10pm]
S Webb [left 7.30pm]

In attendance: G McIntyre, Clerk, A Sandiford, Inspector M Boycott, Members of Public

8136 Apologies

Apologies were received from Cllrs J Daniels, J Haskey,

8137 Open Forum for Public Participation

The following issues were discussed in the Open Forum for Public Participation:

- Items of correspondence submitted by Members
- Installation of flagpoles at Town Council building
- Article in Free Press 26.11.08/Members of public right to reply
- Sale of land at Caldicot School
- Outline planning for proposed access to Motorway at Rogiet
- Pedestrian crossing at Deep Weir
- Proposed installation of bus shelters in Caldicot
- Town Council meeting 29.10.08
- Invitation to Candlelit Service to be held 7.12.08 [parade leaves 5pm from St Mary's Church to Caldicot Castle]
- Repairs to Caldicot Castle
- Shopmobility income for use of disabled vehicles – Information to be requested from Shopmobility

8138 Suspended Proceedings – Inspector Boycott, Caldicot Police

Inspector Michael Boycott introduced himself and outlined his 25 years service within Gwent Police Force and his objectives for taking policing forward in Caldicot. The Inspector requested prior notice of specific issues in order to investigate and prepare a response for the meetings.

Cllr J Marshall requested additional Town Council representation on CSAT and was advised that Inspector Boycott had not yet attended a CSAT meeting but would make enquiries in this matter.

Inspector Boycott updated Members on local crime figures for the Caldicot area.

The Mayor thanked Inspector Boycott for attending the meeting.

8139 Declarations of Interest – to be identified under the relevant item [Form Circ]

Cllr D Ashwin and R J Higginson declared an interest in the Zone

Cllr J Marshall and R Stewart declared an interest in 8143 (10) and Planning Matters

Further Declarations of Interest to be identified under the relevant item

8140 To Approve the Minutes of Full Town Council Meeting 29.10.08 [Circ]

The Minutes were approved as a true record

a) Mayor to Sign the Minutes

The Mayor signed the Minutes

8141 To Approve the Minutes of Special Town Council Meeting 6.11.08 [Circ]

The Minutes were approved as a true record, subject to Cllr V Lloyd being recorded as present

a) Mayor to Sign the Minutes

The Mayor signed the Minutes

8142 To Approve the Minutes of Estimates Cttee as part of Full Town Council Meeting 18.11.08 [Circ]

The Minutes were approved as a true record

a) Mayor to Sign the Minutes

The Mayor signed the Minutes

It was agreed to agenda the provision of bus shelters in Caldicot for 28.1.09

8143 Correspondence [Circ unless marked*]

(1) LG Boundary Commission for Wales

Review of Community Council Election Results 2008

Town Council noted the results of the Review of Community Council Election 2008.

(2) LG Boundary Commission for Wales

Workshops 2008

Town Council noted an invitation to attend the Boundary Commission's interactive workshop at Abergavenny 1.12.08.

(3) Heddlu Gwent Police

Town Council meeting 29.10.08

Town Council noted correspondence from Inspector Michael Boycott advising of his replacement to Inspector Jeff Smith and offering apologies for Town Council meeting 29.10.08.

(4) Western Mail

Re: Caldicot Guide Book

Town Council considered correspondence, including delivery charges, from Western Mail in relation to the production of a provisional Caldicot Guide Book.

It was resolved to instruct Western Mail to look at producing a guide book for Caldicot with preferred door to door delivery @ £55 per thousand houses, if viable.

8143 (5) Mon CC

**Monmouthshire LDP: Candidate Sites
Assessment Process and Criteria**

Town Council noted correspondence advising that a Register of Candidate Sites and a report which sets out proposed details of the Assessment Process and Criteria is available on Mon CC's website.

(5a) Mon CC

**Monmouthshire LDP: Options Workshops for
External Stakeholders**

Town Council considered correspondence from Mon CC advising details of workshops to be held in December 2008.

It was resolved to request dates for January 2009 workshops from Mon CC

*** (6) Bethany Baptist Fellowship**

Appreciation for donation

Town Council noted the appreciation for £492 donation from Bethany Baptist Fellowship.

*** (6a) Caldicot Castle AFC**

Appreciation for donation

Town Council noted the appreciation for £1200 donation from Caldicot Castle AFC.

*** (6b) S.O.S. Save Our Soldiers**

Appreciation for donation

Town Council noted the appreciation for £99 donation from S.O.S. Save our Soldiers.

(7) Rainbow Crafts

Re: Hire of Town Council Building

Town Council considered correspondence from Rainbow Crafts requesting clarification on Town Council hire agreement and formulated a response as follows:

- Town Council has all relevant required safety facilities in place
- Town Council considered a safe maximum number of 80 persons for fire regulations
- No interest is applicable to advance booking fees
- 7 days notice of cancellation by either party, for which a full refund will be applicable if Town Council cancel
- Town Council considered it good practice for hire fees to be made in advance to encourage additional use of the building.

It was resolved:

- a) **to respond to Rainbow Crafts as above and to consider displaying a copy of Town Council's Insurance Certificate in the meeting room.**
- b) **to re-consider the hire agreement form, if necessary**

(8) Resident

Copy Correspondence to Somerfield Store

Town Council noted copy correspondence to Somerfield Store.

(9) Mon CC

Re: Caldicot Castle

Town Council considered correspondence from Mon CC advising that the 2009 programme for Caldicot Castle is in the process of being confirmed.

It was resolved to request Mon CC provide a programme of activities for Caldicot Castle as soon as possible to include the Castle being opened on 1st March 2009

8143 (10) Mon CC

Re: Address Town Council/Advertisement of Sale of Land in Free Press 5.11.08

Town Council considered correspondence from Mon CC clarifying the recent 'notice' in the Free Press and stating that it would be beneficial to address Town Council in this matter in January 2009

Cllr A Easson updated Members stating Mon CC would be undertaking a survey of local traders, individuals and Councillors in this matter.

It was resolved to request Debra Hill-Howells, Estates Manager and George Ashworth, Head of Planning and Regeneration address Town Council 28.1.09

Cllr J Marshall declared an interest in this matter

8144 Publications, Minutes, Etc [Displayed]

[A] NALC	Direct Info Service issues 695 – 696 (inc)
[B] Plus Publishing Services	Local Council's Update Issue No 109
[C] NALC	Local Council Review, November 2008
[D] Clerks & Councils Direct	November 08, Issue 60
[E] Môr Hafren Area Cttee	Agenda/Minutes 12.11.08
[F] Caldicot Medical Group	Agenda 11.11.08
[G] Gwent Community Health Council	Notice of Meeting/Minutes 18.11.08
[H] Severn Area Forum	Agenda/Mins 18.11.08
[I] Welsh Assembly Government	Fire and Rescue national Framework for Wales 2008-2011
[J] Monmouthshire Local Health Board	Clinical Futures Programme Bulletin
[K] STRI	Bulletin, October 2008
[L] Allotment and Leisure Gardener	Issue No 4
[M] Adjudication Panel for Wales	Annual Report 2007 – 2008
[N] GAVO	Research Document Summary, September 08

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

8145 Planning [Displayed]

Cllrs D Evans and J Marshall declared an interest in Planning Matters

A) Planning Applications Received

DC/2008/01245: Two storey side extension to provide ground floor utility and w.c. and first floor bedroom with en suite – 2 Kestrel Close, Caldicot **TC Approved**

DC/2008/01105: [Amended] Change of use to a mixed residential and business use and the parking of two mini buses on the driveway – 5 Neddern Court, Caldicot

Cllr R Stewart updated Members on the amendment of description only for this planning application.

It was resolved to defer DC/2008/01105 to Planning Committee 9.12.08 pending referral to Mon CC that the applicant had not received notification of the amended description.

Cllrs R J Higginson and M Stevens declared an interest in Plan DC/2008/01105

B) Highways Act 1980 – Section 118B (1b) Proposed Public Path Special Extinguishment Order - Public Footpath No 28 (Part) – Community of Caldicot [Displayed]

Town Council approved the above proposed Public Path Special Extinguishment Order.

Cllrs J Bond, D Evans, J Marshall and P Watts declared an interest in this matter

8145 C) Mon CC Planning Information

i) Completed Enforcement Cases 01.10.2008 to 31.10.08

ii) Planning Committee Agenda – 4.11.08, 18.11.08

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

8146 Finance [Circ]

A) i) To Approve Updated Cheque List Schedule

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

ii) To Approve Updated Donations and Contributions Schedule

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

B) To Consider LGA 1972 Section 137 Applications for Grant

(1) British Red Cross

It was resolved to return the Grant Application Form to British Red Cross for completion of items 6-9 before consideration by Town Council

(2) Severn Tunnel Band

Town Council considered grant application form from Severn Tunnel Band for costs incurred in representing Wales at the National Brass Band Championships of Great Britain.

It was resolved to donate £750 to Severn Tunnel Band

(3) National Eisteddfod of Wales

It was resolved to return the Grant Application Form to National Eisteddfod of Wales for completion of item 8 before consideration by Town Council

(4) British Heart Foundation

It was resolved to return the Grant Application Form to British Heart Foundation for completion of item 8 before consideration by Town Council

C) To Approve Mon CC Invoice for CCTV Works - £13,500

Town Council resolved to approve the above invoice for £13,500

D) To Approve Mon CC Invoice for Summer Playscheme 2008 - £8,000

Town Council resolved to approve the above invoice for £8,000

i) Playscheme Report [Circ]

Town Council noted Playscheme Report – Summer Holiday Activities 2008 – Caldicot

Two further items of correspondence re: Summer Holiday Activities 2009 were circulated at the meeting.

8147 Items of Business Submitted by Members [Circ]

- (1) Cllr J Marshall - Re: Response Mon CC re: Charity Shops/allowances

Town Council noted the above correspondence submitted by Cllr J Marshall for information.

- (2) Cllr J Haskey - Re: Speed Humps, Oakley Way Area
- Re: Flooding at Sandy Lane

In the absence of Cllr Haskey this item was withdrawn

- (3) Cllr R Stewart - Re: Copy Correspondence re: Fireworks Event

In the absence of Cllr Stewart this item was withdrawn

8148 To Adopt Model Publication Scheme from 1.1.2009 [Circ]

a) Correspondence Information Commissioners Office

Town Council accepted correspondence from Information Commissioner's Office advising of a new model publication scheme that all public sector organisations must adopt from 1 January 2009.

b) Model Publication Scheme

Town Council resolved to adopt the Model Publication Scheme as circulated.

8149 To Approve Minutes/Consider Recommendations of Twinning Committee 6.11.08 and 18.11.08 [Circ]

Town Council approved the Minutes and recommendations of Twinning Committee 6.11.08 and 18.11.08.

8150 To Arrange Date for Health & Safety Committee

It was resolved that the Mayor and Clerk arrange a date for Health & Safety Committee.

a) Update Re: Cemetery Headstone Testing

The Clerk updated Members in relation to the recent undertaking of headstone testing at the Cemetery and the £10,000 budget set aside for this exercise.

It was noted that 15 out of the 582 headstones tested had failed and had been re-fixed; 20 were leaning and should be further tested in the future; no complaints had been received in relation to the headstone testing.

The Mayor advised that an invoice for £2,171.40 (inc VAT) had been received in respect of the headstone testing.

It was resolved:

- i) to settle payment of £2,171.40 (inc VAT) for the testing of headstones**
- ii) to refer the 20 leaning headstones to Health & Safety Committee for recommendation to Town Council.**

Proceedings were suspended to allow Trustees to consider the following item:

8151 King George V Playing Fields

a) To Approve Bi-lingual Signs [See also Committee] [Circ]

It was resolved to approve the bi-lingual signs for KGVPF subject to the addition of 'No Motor Vehicles' being added to the sign.

8151 b) Caldicot AFC – Correspondence re: Fields [See also Committee] [Circ]

Town Council noted correspondence from Caldicot AFC in relation to the high usage of the main pitch at KGVPF due to Caldicot AFC being one of the few clubs in the area with floodlights.

See also Committee (b) below

Normal proceedings resumed

8152 Christmas Lighting – Update

The Mayor updated Members in relation to the additional lights for West End and Oakley Way and to the forthcoming Christmas Lighting event 5.12.08 where Members' assistance was requested for the evening

8153 To Note TC Meeting Date for December [31.12.08] Falls Within Office Closure for Christmas Holidays [25.12.08 – 1.1.09 inclusive] – To Consider Urgent Items at Planning Committee 9.12.08

Town Council noted the above office closure for Christmas Holidays.

8154 Reports

a) Town Council Representatives on Outside Bodies

Cllr V Lloyd updated Members on the AGM of the Citizens Advice Bureau [CAB], particularly in relation to neighbouring Community Councils acknowledging a need to contribute more to Caldicot CAB and to the recent extension of the 'open door' facility.

Cllr K Harris stated she had attended meetings of Abergavenny Borough Theatre and had deposited leaflets in the foyer.

b) Governors

There were no Governors' reports.

c) Other

Town Council noted the forthcoming official opening of Durand School Nursery by Jane Hutt AM

8155 Committee – It was resolved to exclude 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

Cllr D Evans left the room at this point. In the absence of the Mayor, Cllr P Watts, Deputy Mayor took the chair for the following item.

i) Cllr J Marshall – Copy Correspondence re: Complaints Members

Town Council considered copy correspondence from Cllr J Marshall on behalf of a member of the public re: complaints against Members.

It was requested why the correspondence had been agenda'd following Town Council's previous decisions that complaints against Members should be directed to the Ombudsman. It was stated that Members were not in a position to comment or criticise other Members.

It was resolved to refer this matter to Personnel Committee to consider formulation of a response.

The Mayor returned to the meeting and resumed the chair.

8155ii) KGVPF

a) Quotation for Signs [part to follow]

Town Council resolved to accept quotation from John Reece for installation of posts and 2 signs at KGVPF at a cost of £425.00 + VAT

b) Quotation for Works to Fields

Town Council considered correspondence from the Grounds Works Contractor advising that the main pitch at KGVPF had become severely compacted due to excessive use and recommending vertidrainning to the pitch.

Two quotations for vertidrainning of the main pitch were considered. It was stated that any costs for works to the pitch should be paid for by Caldicot AFC.

Town Council also considered quotations for works to the hedge to the left of the entrance to KGVPF and to install two soakaways in front of the dug-outs to relieve flooding.

It was resolved:

- i) to refer vertidrainning of the main pitch and installation of soakaways in front of dug-outs to Caldicot AFC.**
- ii) to accept quotation for £150 + VAT from Willow Landscapes for works to the hedge to the left of the entrance to KGVPF**

c) Quotation for Works to Boundary Bowls Club/Children’s Play Area Rear Bowls Club - Allotments/Greenhouse [Request to retain]

Town Council considered quotations from John Reece for works at KGVPF.

It was resolved:

- i) to accept quotation for £800 + VAT for removal of trees between the play area and bowling club**
- ii) to accept quotation for £100 + VAT for removal of additional rubbish from the bowling club**
- iii) to go out to tender for installation of suitable fencing between the play area and bowling club, to include a quotation for hedging.**

iii) To Consider Future of Town Council Compound – Assets

A discussion ensued regarding Town Council assets at the compound. The Mayor advised that requests to purchase some assets had been received.

It was agreed, for health and safety reasons and deterioration, to dispose of the diesel.

It was further agreed to enquire with Newlands with regard to agricultural sales at public auction.

It was resolved to refer this item to Health & Safety Committee.

The meeting closed at 8.20pm

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Mayor/Deputy Mayor