

CALDICOT TOWN COUNCIL

Sandy Lane
Caldicot

Minutes of meeting of Caldicot Town Council held at 6.30 pm on Wednesday, 27th February 2008 at Caldicot Day Luncheon Centre

PRESENT:

Cllrs:D Ashwin, Mayor	J Haskey
C Babb	R J Higginson
J Daniels	J Marshall
A Easson	R Stewart
D Evans	K Thomas

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

7998 Apologies

Apologies were received from Cllrs J Harris, G Jenkins, D Jones, P Tidmarsh, Insp J Smith

7999 To Suspend Proceedings: Fairtrade Presentation

Town Council accepted a Fairtrade Presentation from Colette Mooney Sustainable Communities Officer, Mon CC and members of Monmouthshire's Fairtrade Forum Groups. It was explained that in order to become a Fairtrade Town local shops and organisations would need to form a Fairtrade Forum Group in the Town. Leaflets were left for Members' information if required.

8000 Open Forum for Public Participation [15 Minutes]

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

- Town Council contribution to Caldicot & District Citizen Advice Bureau –
Cllr R J Higginson declared an interest
- Town Councillors corresponding with Mon CC officers and not going via County Councillors on Mon CC issues
- Amount of money spent on Caldicot Castle Driveway
- Letter in Free Press 27.2.08/Chamber Accounts **Cllr J Daniels declared an interest + left the room**
- Pedestrian Crossing at Deep Weir
- Caldicot Shopmobility

8001 Declarations of Interest – to be identified under the relevant item

Cllr D Ashwin declared an interest in Min 8006 14(b), (c), (d), 15, 21(d) and Mon CC

Cllr J Haskey declared an interest in Min 8006 14(a), (b), (c), (d) and 8015(a)

Cllr J Daniels declared an interest in Min 8006 14(a), (b), (c), 15 and 8018(d)

Cllr R Stewart declared an interest in Min 8008 Planning Committee

Further declarations of interest to be identified under the relevant item

8002 To Approve the Minutes of Full Town Council Meeting 30.1.08 [Circ]

The minutes were approved subject to:

Min 7980 insert "*Cllrs A Easson and J Marshall abstained from voting as they did not agree with the Minutes*".

Min 7984 ‘Cllr R J Higginson declared an interest in Item (1a)’ add ‘as he had donated to CAB’

a) Mayor to Sign the Minutes

The Mayor signed the Minutes

8003 To Approve the Minutes of Planning Committee 12.2.08 [Circ]

The minutes were approved subject to Cllr R J Higginson declaring an interest in Item 2b “The Zone”

a) Mayor to Sign the Minutes

The Mayor signed the Minutes

**8004 To Ratify decision of Extremely Urgent Cttee [Planning] [Mayor/Deputy Mayor/Cllr RJH]
30.1.08 - APPROVAL of Planning Applications:**

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

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

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

Town Council ratified the decision of the Extremely Urgent Committee to approve the above planning applications

8005 Ongoing/Outstanding Issues – See Minute 7984(9) TC 30.1.08

Town Council noted Ongoing/Outstanding Issues were addressed in Min 7984(9) TC 30.1.08

8006 Correspondence [Circ unless marked*]

Cllr A Easson withdrew item 14(a) from the agenda

Cllr J Marshall withdrew items 12(b), (d), (e) and 15 from the agenda.

[Items (12a) – (14d) c/f TC 30.1.08]

(12a) Cllr J Marshall

Letter of Commendation to Mr Mike Rice and Chamber of Commerce

Cllr J Marshall requested a letter of commendation be sent to Mr Mike Rice and Chamber of Commerce thanking everyone involved, including the volunteers, for their assistance on 7.12.07.

It was resolved not to single out any one person but to send a letter of appreciation to Caldicot and District Chamber of Commerce.

Cllrs J Daniels, A Easson, D Evans, R J Higginson declared an interest in this item

8006 (12b) Cllr J Marshall

**Copy letter to Chief Executive, Mon CC Re:
Road Safety in Caldicot**

Cllr J Marshall withdrew this item from the agenda.

(12c) Cllr P Tidmarsh

Pelican Crossing Deepweir/Town Signs B4245

In the absence of Cllr P Tidmarsh this item was withdrawn from the agenda.

(12d) Cllr J Marshall

Visitors Day Diary

Cllr J Marshall withdrew this item from the agenda.

(12e) Cllr J Marshall

Traders' Meeting with Police

Cllr J Marshall withdrew this item from the agenda.

(13) Caldicot & District Chamber of Commerce Re: Flag Poles/Specification/Plans

Town Council considered a request for Caldicot and District Chamber of Commerce to supply and erect an additional flagpole, including Union Jack flag and landscaping around the flagpoles at Town Council offices at no cost to Town Council.

The meeting was advised of further correspondence received from Caldicot and District Chamber of Commerce in this matter which had missed the agenda.

A discussion ensued and the following items were discussed:

- Town Council's previous decision not to erect additional flagpoles
- Absence of a 'six month rule'
- Subsequent letter from the Chamber to be considered 26.3.08
- Number of flagpoles requested

It was resolved to permit Caldicot and District Chamber of Commerce to supply and erect an additional flagpole, including Union Jack flag at Town Council offices with any necessary planning permissions, at no cost to Town Council.

(14) Cllr A Easson

Protocol for Flying Union Flag from Public Buildings

Cllr A Easson withdrew this item from the agenda.

(14a) Cllr A Easson

Special Meeting 4.12.07/Sleigh

Cllr A Easson withdrew this item from the agenda.

(14b) Cllr A Easson

Comments Free Press

Cllr A Easson withdrew this item from the agenda.

(14c) Cllr A Easson

Complaints Council Business

Cllr A Easson withdrew this item from the agenda.

8006 (14d) Cllr A Easson

Motion of “No Confidence”

Cllr A Easson withdrew this item from the agenda.

(15) Cllr J Marshall [b/f TC 30.1.08]

Collective Responsibility Apology Owed

Cllr J Marshall withdrew this item from the agenda.

(15a) Monitoring Officer, MCC

Copy Response to (15)

Town Council noted copy response to Cllr J Marshall in relation to items of correspondence being placed on Town Council agenda, referring to ‘notices of motion’ and the introduction of a ‘six month rule’ to facilitate the more efficient ordering of business without denying members the opportunity to discharge their representative role and participate fully in the democratic process.

Cllr R J Higginson declared an interest in this matter

(16) Abergavenny Eisteddfod Y Fenni

Request for Donation

Town Council resolved to donate £50 to Abergavenny Eisteddfod Y Fenni

(16a) Kidney Wales Foundation

Request for Donation/Invitation to join Walk for Life – 30.3.08

Town Council considered a request for donation from Kidney Wales Foundation.

It was stated that past Mayors had supported a fund raising walk around Caldicot Castle in aid of Kidney Wales Foundation.

It was resolved:

- i) to donate £50 to Kidney Wales Foundation**
- ii) that the Mayor consider organising a fundraising walk around the Castle 30.3.08**

(16b) Llangollen International Musical Eisteddfod Request for Donation

Town Council resolved to donate £50 to Llangollen International Musical Eisteddfod

(16c) Advocacy Action Wales

Request for Financial Support

Town Council considered a request for support, including financial, from Advocacy Action Wales.

It was resolved to request Advocacy Action Wales address Town Council at its April Planning meeting or alternatively provide dates of its next meeting in order that Members may attend.

Cllr R J Higginson declared an interest in this matter

(17) Mon CC

Re: New Bus Shelters

Town Council considered correspondence from Mon CC stating the two bus shelters to be provided by Town Council were hoped to be progressed by the end of the current financial year.

Reference was made to the ownership of the land at which the bus shelters are to be sited.

It was resolved to request Mon CC advise on the ownership of the land at which the bus shelters are to be sited.

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

8006 (17a) Mon CC

Re: Leaflet ‘Wrong Connections – Your Responsibility

Town Council noted correspondence from Mon CC Environmental Health Officer advising that leaflets will be distributed during further survey works in the Church Road area 7.2.08.

Cllr J Daniels declared an interest in this matter

(18) Mon CC

Traffic & Network Management Section

Town Council noted an update on changes within the Highways & Waste Division, in particular, the new Traffic & Network Section, along with proposed changes aimed at improving communication and effectiveness of the service from Mon CC.

(19) Mon CC

Monmouthshire Outdoor Recreation and Public Open Space Survey

Town Council noted correspondence from Mon CC advising that Ashley Godfrey Associates had been appointed by Mon CC to undertake an Outdoor Recreation and Public Open Space Survey on its behalf to evaluate the quantity, quality and accessibility of open space and recreational land provision with the County.

(20) Inspector J Smith

Re: Hand Held Video Recorder

Town Council considered correspondence from Inspector Smith in relation to the hand held video camera.

A discussion ensued and the following items were discussed:

- Request for permanent CCTV at Oakley Way
- Use of the mobile unit at Oakley Way to assess issues at Oakley Way
- Anti-social behaviour in the area
- CCTV Committee Members to pursue this matter via Mon CC Working Party
- Mr C Norman aware of issues at Oakley Way

It was resolved to request if the mobile CCTV camera unit had been requested at Oakley Way.

Cllr J Daniels declared an interest in this matter

(21) Allotment Plot Holder

Request to Place Small Shed at S/L Allotments

Town Council resolved to permit a small shed at Plot 14 Sandy Lane allotments at the plot holders’ own risk and responsibility for health and safety.

8006 (22) Mon CC

**Statutory Consultation on Monmouthshire
Children and Young People's Plan 2008-2011**
www.monmouthshire.gov.uk –Response by 2.5.08

It was resolved that Members respond to the above statutory consultation via the Clerk.

(23) Welsh Assembly Government

**Local Govt. Member Code of Conduct
Section 183, Local Govt and Public
Involvement in Health Act 2007**

Town Council accepted correspondence from Welsh Assembly Government advising of action that needs to be taken by all elected Members and those co-opted members with voting rights by 1 May 2008.

Town Council noted that each Member was required to sign the declaration giving a fresh undertaking to observe the authority's code of conduct for the time being prior to 1.5.08 and that any member that fails to give such an undertaking will cease to be a member from the end of that day.

Cllr R J Higginson declared an interest in this matter

(24) Cllr J Marshall

**Copy Letter to Chief Executive Mon CC
Re: Raised Bus Platform - Longfellow Road**

Town Council noted copy correspondence from Cllr J Marshall to Colin Berg, Chief Executive, Mon CC, on behalf of PC, requesting a review of its decision to place a raised bus platform outside 77 Longfellow Road.

(25) Mon CC

**Community Strategy for Monmouthshire
2008-11 Response by 4.4.08**

Town Council considered the above consultation document from Mon CC.

It was resolved that Members respond to the above consultation via the Clerk.

(26) One Voice Wales

Membership 2008/09

Town Council considered an invitation to renew its membership with One Voice Wales.

Reference was made to previous advice sought from One Voice Wales to The Mayor not being placed on the agenda for Town Council information.

It was resolved:

- i) to renew membership with One Voice Wales 2008/09 at a cost of £940**
- ii) to place advice sought via One Voice Wales under Publications**

(27) Mon CC

Monmouthshire's Intergenerational Awards 08

Town Council noted correspondence from Mon CC in relation to Monmouthshire's Intergeneration Awards 2008.

Town Council considered correspondence from Mon CC outlining its understanding of the position taken at present by Town Council following its meeting 31.1.08.

A discussion ensued and the following items were discussed:

- Town Council’s £4,000 contribution towards Mon CC extending the opening of the Castle in October 07
- Surplus of Town Council’s contribution following success at extended opening in October 07
- Town Council’s request for St David’s Day event at the Castle
- Town Council’s request for extended opening 1st – 20th March 2008
- Double booking fees re: wedding at Castle 1.3.08

It was resolved:

- i) to contribute £1,232.08 towards Castle opening in October 07**
- ii) to request Mon CC open the Castle from 1st March 08**
- iii) to contribute the balance from £4,000 contribution towards extended opening in October 2007 from 1st – 20th March 2008**

Cllrs D Ashwin, R J Higginson, J Marshall, R Stewart declared an interest in this matter

Town Council considered the proposed report to Cabinet 6.3.08 in relation to CCTV.

A discussion ensued and the following items were discussed:

- Cllr D Evans’ recommendations to pay 07/08 and approve Mon CC Strategy
- Monmouth Town Council’s withdrawal from Monmouthshire CCTV system
- Shortfall of Monmouth Town Council contribution towards CCTV [£11,500]
- Quarterly payments for 08/09
- C Norman’s full commitment to CCTV system
- Extension arm to CCTV camera near to Methodist church
- Representation by Chamber of Commerce onto CCTV Working Group
- Further proposed visit to monitoring centre

Cllrs D Ashwin, J Daniels, R J Higginson and R Stewart declared an interest in this matter

Cllr A Easson requested a traffic appraisal be undertaken and installation of a pedestrian crossing in the “Cherry Trees” vicinity of B4245.

A discussion ensued and the following items were discussed:

- Amount of traffic on B4245 compared to M49
- Children, elderly and infirm crossing the B4245 in this area
- Mon CC Road Safety Strategy

It was resolved to request Mon CC undertake a full traffic appraisal and install a pedestrian crossing in the “Cherry Trees” vicinity of B4245

8007 Publications, Minutes, Etc – January/February 2008 [Displayed]

[A] One Voice Wales	Update on 2007 AGM Resolutions/The Electoral Commission – Community Council Elections in Wales May 2008/The Voice -Jan 08 Agenda/Mins Mon Area Cttee 17.1.08
[B] NALC	Direct Information Service issues 671–675 (inc) Agenda/Mins 8.1.08
[C] Gwent Levels Flood Defence Alliance	Agenda/Mins 9.1.08, 5.2.08,
[D] Môr Hafren Area Committee	Local Council Review, January 2008
[E] NALC	Local Council’s Update Issue No 98-100 (inc) January 08, Issue 55
[F] Plus Publishing Services	Bulletin, November 2007
[G] Clerks & Councils Direct	Dec 2007/Jan 2008/Agenda AGM 5.4.07
[H] Memorial Awareness Board [MAB]	Bulletin, January 2008
[I] International Tree Foundation	Annual Report 2006-2007
[J] STRI	Improvement Plan 2007/08
[K] Adjudication Panel for Wales	Local Development Plan [LDP] Delivery Agreement
[L] Mon CC	Update Dec 07
[M] Mon CC	Post Office Ltd’s Network Change Programme for Your Area - Proposed Caldicot Post Offices to remain in the network [Response by 25.2.08]
[N] Severn Tunnel Action Group	Annual Report 2006/07 – www.sewta.gov.uk
[O] Royal Mail	Draft Rights of Way Improvement Plan Agenda/Mins 29.1.08
[P] Sewta	News 27 – January 08
[Q] Mon CC	Cabinet Agenda/Mins 6.2.08, 13.2.08
[R] CAIR	Issue 1/2008
[S] Charity Commission	
[T] Mon CC	
[U] Allotment & Leisure Gardener	

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

8008 Planning [Displayed]

A) Planning Applications Received

None received to date.

B) Mon CC Planning Agenda 5.2.08, 19.2.08 – For Information

Town Council noted the above Planning Information from Mon CC

C) Town Police Clauses Act 1847

**Caldicot Pill Level Crossing – Temporary Street Closure Order
00:40hrs Sunday 2.3.08 – 04.30hrs Monday 3.3.08**

Town Council noted the above temporary Street Closure Order

8009 Finance [Circ]

a) Cheque List Schedules – January/February 2008 - Update

Town Council approved the updated Cheque List Schedules for January/February 2008

8009 b) Donations and Contributions Schedule - January/February 2008 -Update

Town Council approved the updated Donations and Contributions Schedule for January/February 2008

c) Financial Comparison 1.4.07 – 31.12.07

Town Council approved the Financial Comparison 1.4.07 – 31.12.07

d) District Audit Certificate/Report – Yr Ended 31.3.07 [Displayed in Town Council Noticeboard in accordance with Statute]

Town Council accepted District Audit Certificate/Report stating no matters had been brought to its attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

e) To Consider Purchase of Additional Dog Waste Bins at No Cost to Town Council - £900 allocated from Area Budget provided purchased by 31.3.08

Town Council resolved to accept and thank Severnside Area Committee for its offer to purchase replacement dog waste bins for Caldicot.

Cllrs D Ashwin, R J Higginson declared an interest in this matter

8010 To Note Casual Vacancies – Dewstow Ward/West End Ward [2]

Town Council noted the above Casual Vacancies

8011 Town Council Standing Orders [Circ]

a) To Consider 30 Minutes for Public Forum [Notice given 28.11.07]

Town Council considered a request from Cllr J Marshall to extend the public forum from 15 to 30 minutes.

A discussion ensued and the following items were discussed:

- Length of public open forum at Mayor's discretion
- Length of recent Town Council agendas
- Agenda items being carried forward due to insufficient time
- Presentations to Town Council under Suspended Proceedings
- Repetition from public forum
- Clarification of Town Council Standing Order 4(b) re: Mayor's discretion

A vote ensued: 6 For – 3 Against

It was resolved to amend Town Council Standing Order 4(b) from 15 to 30 minutes

b) To Consider Notice for Motion for Rescission of Previous Resolution

Town Council accepted the Notice for Motion for Rescission of Previous Resolution to be considered at Town Council meeting 26.3.08

8012 Caldicot Cemetery

a) Cllr J Marshall – Re: Management of Memorials - Inspection Workshops [Circ]

Town Council considered correspondence on Institute of Cemetery & Crematorium Management [ICCM] 'Inspection Workshops' to train officers and operatives who will have the responsibility for the inspection and making safe of memorials.

A discussion ensued and the following items were discussed:

- Independent body required to undertake testing of headstones
- Immediate reinstatement required of any headstone deemed unsafe
- £10,000 budget to reinstate headstones
- Sensitivity of issue
- ICCM inspection workshop

It was resolved to employ the services of an independent body to undertake testing and immediate reinstatement of any headstone deemed unsafe in Caldicot Cemetery

b) To Set Date for Commencement of Consultation following guidance laid down by Mon CC Cemetery Working Group

This item was not considered

c) To Consider Presentation Re: Headstone Testing

This item was not considered

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

8013 King George V Playing Fields [KGVPF]

(a) Complaint from Resident [Circ]

Town Council noted a complaint from a local resident in relation to footpaths at KGVPF.

(b) Mon CC Response Re: (a) [Circ]

Town Council noted correspondence from Mon CC confirming ownership for the purpose of maintenance the section of footpath that passes between the bowling green and the Good Measure Public House, goes left between the playground and the steel fence and terminates at Longcroft Road.

Normal proceedings resumed

8014 To Arrange Date for Health and Safety Committee

It was resolved to arrange a Health and Safety Committee meeting at 10am on 6.3.08

8015 Cllr J Haskey [b/f TC 30.1.08] – MCC Refuse Disposal Charges

(a) Proposed Recycling Facilities at Oakley Way – Letters of complaint received via Cllr C Babb

Cllr J Haskey updated Members in relation to the proposed recycling facilities at Oakley Way, stating this matter was ongoing.

8016 Cllr D Evans – Carnival 2008

Cllr D Evans requested if the annual Carnival was being held this year.

A discussion ensued and the following items were discussed:

- Lack of support in organising the event
- 20 stewards required for the event
- Carnival 2007
- Short notice for May Bank Holiday
- Community support not forthcoming
- Increased health and safety regulations
- Incorporate Carnival into August Festival
- Public meeting to determine public interest for a carnival
- Date/Venue for public meeting due to DLC being booked each evening
- Chairperson – Deputy Mayor or Cllr D Evans in her absence

Proceedings were suspended to allow Pastor Jim Davies to offer support from local churches, with which he would liaise in this matter

It was resolved:

- i) **that the Clerk liaise with Pastor Jim Davies and call a Public Meeting on 14th March 2008 to consider setting up an Events Committee of the town to organise the annual carnival**
- ii) **that Cllr D Evans chair the meeting in the absence of the Deputy Mayor**

The Mayor offered prior apologies

Standing Orders were called for 20 minutes during consideration of this item

8017 Reports

a) Meeting with Grayhill Surgery 13.12.07 – Any report

Cllr J Daniels updated Members on the meeting with Grayhill Surgery 13.12.07

- Cllr Daniels only Town Councillor present
- Grayhill Surgery reporting back end of March 08 re: appointment system
- Cllr Daniels requested to attend follow-up meeting
- Forum Group set up - monthly meetings arranged
- Cllr Daniels agreed to attend forum meetings
- Further issues to be raised at forum meetings

b) Flooding Forum Agenda 3.3.08/Draft Notes 3.12.07, 4.2.08 [Circ]

Town Council noted the Draft Notes of Meetings 3.12.07 and 4.2.08

Cllr J Daniels declared an interest in this matter

c) Town Council Representatives on Outside Bodies

Cllr A Easson updated Members in relation to Caldicot and District Chamber of Commerce

- Town Council to attend future Chamber meetings by invitation only

Cllr R Stewart advised of the next meeting of CAIR to be held 11th March 08, 2pm at DLC.

d) CCTV – Agenda 14.2.08/Mins 15.1.08 [CIRC]

Town Council noted the above Agenda and Minutes on Monmouthshire CCTV Scheme

8017 e) Governors

There were no Governors' reports

f) Other

There were no other reports

8018 Committee – The public and press were excluded 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

a) Town Council Trees – To Consider Quotation for Survey [b/f TC 11.12.07] [Circ]

Town Council accepted quotation for £400 + VAT from Treecare to undertake a survey and report on Town Council trees.

b) Town Signs – To Consider Quotation for Additional Plaques [Circ]

Town Council resolved not to install additional plaques to the existing Welcome to Caldicot signs

c) Tymperley's Nursery [Circ]

Members noted previous advice to test the property market this year.

Town Council accepted the request to extend the Lease at Tymperley's Nursery for a further year, pending advice from Town Council's agents/Solicitors with regard to any rent increase

d) Member of Public – Uncivilised Conduct [Circ]

This item was withdrawn from the agenda

e) KGVPF – Bowls Green Fence – Additional Costs for Gravel Boards

Town Council accepted additional costs of approximately £100 for inclusion of gravel boards to be placed in conjunction with the bowls green fence.

The meeting closed at 9.10pm

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Mayor/Deputy Mayor