

Minutes of Caldicot Town Council held at 6.30pm on Wednesday, 27th May 2015 at Caldicot Town Council

Present: Cllrs: D Evans, Mayor
P Stevens, Deputy Mayor
W Conniff
D Ashwin [left 7.10pm]
A Davies
A Easson [6.40pm]
F J Harvey
R J Higginson
F Rowberry
M Stevens
R Stewart
P Watts
S Webb
J Williams

[In attendance: G McIntyre, Clerk, A Sandiford, Press]

9390 Apologies

Apologies were received from Cllrs J Haskey, G Owen

9391 Declarations of Interest – To be identified under the relevant item/Forms to be completed

Cllrs D Evans, P Watts, R J Higginson, J Williams declared an interest in Min 9399A, B(i)
Cllrs W Conniff, A Davies, R J Higginson, J Williams declared an interest in Min 9397(6)
Cllr F J Harvey declared an interest in Min 9401(a)

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

9392 Cllr P Stevens, Deputy Mayor's Address to Town Council [b/f Annual Meeting 20.5.15]

The Mayor, Cllr D Evans presented the Deputy Mayor's chain to Cllr P Stevens.

Cllr Stevens stated he felt proud, honoured and privileged to have been elected Deputy Mayor and thanked Members for their support. Cllr Stevens assured Members he would do his best to support the Mayor and the council in continuing its good work, particularly in view of the challenges that lie ahead, for the benefit of the good people of Caldicot.

9393 Open Forum for Public Participation [max 15 mins at Mayor's Discretion]

There were no members of the public present at the meeting

9394 To Approve the Minutes of Full Town Council Meeting 29th April 2015 [Circ]

a) Mayor to Sign the Minutes

The Minutes were approved as a true record and duly signed by the Mayor

9395 To Approve the Minutes of Extraordinary Town Council Meeting 13th May 2015 [Circ]

The Minutes were approved as a true record, subject to the addition of Cllr F J Harvey under 'Apologies'

a) Mayor to Sign the Minutes

The Mayor signed the Minutes

9396 To Approve the Minutes of Annual Meeting 20th May 2015 [Circ]

The Minutes were approved as a true record, subject to the substitution of "Cllr F Rowberry" with "Cllr S Webb [6.05pm]" under 'Present'

a) Mayor to Sign the Minutes

The Mayor signed the Minutes

9397 Correspondence [Circulated unless marked*]

*** (1) Home-start Monmouthshire Appreciation for £268.00 donation**

Town Council noted the appreciation for £268 donation from Home-Start Monmouthshire

*** (1a) Kidney Wales Foundation Appreciation for £50.00 donation**

Town Council noted the appreciation for £50 donation from Kidney Wales Foundation

*** (1b) Caldicot Youth Group Appreciation for £2,000 donation**

Town Council noted the appreciation for £2,000 donation from Caldicot Youth Group

*** (1c) Blue Phoenix Jazz Band Appreciation for £150.00 donation**

Town Council noted the appreciation for £150 donation from Blue Phoenix Jazz Band

**(2) One Voice Wales Invitation to OVW Larger Councils Conference
- 8.7.15 at Royal Welsh Showground @ £40/delegate**

Town Council resolved to accept the invitation and nominate Cllrs D Evans and P Stevens to attend the above conference 8.7.15 as an approved duty.

*** (3) Plot holder S/L Allotments Request to place shed on plot 15 S/L allotment**

Town Council resolved to approve the request to site a small shed on Plot 15 Sandy Lane allotments

**(4) Public Services Ombudsman for Wales Revised Guidance on the Code of Conduct
[To note copy available in TC Office]**

Town Council resolved to defer this item to a Special Meeting to consider Town Council Standing Orders and Financial Regulations.

*** (5) Monmouthshire Housing Assoc. [MHA] To note approval to site dog waste bin on corner of
Firs Road/Park Road**

Town Council noted the approval to site a dog bin on the corner of Firs Road/Park Road from MHA

**(6) GAVO To consider support re: proposed Choir Hall
extension project**

Town Council considered a request for support from GAVO to Caldicot Choir Hall's application for funding via Big Lottery People and Places Programme to improve the use of the well maintained building to encourage more local community groups, charitable organisations and residents of Caldicot and surrounds to make use of the facility.

It was resolved to send a letter of support to GAVO and request Cllr W Conniff is nominated as a Town Council representative on its voluntary committee.

Cllrs W Conniff, A Davies, RJ Higginson and J Williams declared an interest in this item

9397 (7) Mon CC

To consider support re: Magor and Undy Walkway Station – To Note Severnside Programme Board Meeting 4pm on 30.6.15 venue TBC

Town Council considered a request to support the Magor & Undy Walkway Station Campaign and fundraising efforts.

It was resolved to support the Magor & Undy Walkway Station Campaign.

(8) Mon CC

Invitation to Workshop re: Commercial obstruction of the Public Highway Policy – 6.30pm - 8pm Wed 3.6.15 at Choir Hall

Town Council considered an invitation to the above Mon CC workshop to be held at Caldicot Choir Hall 3.6.15.

It was resolved to nominate Cllr J Williams to attend.

*** (9) National Eisteddfod Mon & District**

To note invitation to Town Councillors to attend Proclamation Ceremony – Sat 27.6.15 – forms to be completed and returned by 8.6.15

Town Council noted the invitation to Town Councillors and their partners to attend the Proclamation Ceremony 27.6.15 and the return date of 8.6.15, as previously distributed and signed for by Members.

(10) Mon CC

To note copy correspondence Mon CC Market Inspector re: (9) above - For Information

Town Council noted copy correspondence from Mon CC. A discussion ensued and it was stated further information on the Proclamation Ceremony and its arrangements was required.

It was resolved to arrange a meeting with officers from Mon CC, Castle Manager, Events Manager, Town Team, Market Inspector and Town Council for an update on the Proclamation Ceremony and its arrangements.

9398 Publications, Minutes, Etc [Displayed] – To Note available Town Council Office

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

[A] Mon CC

CCTV Stats March/April 2015

[B] Clerks & Councils Direct

Issue 99, May 2015

[C] Fields in Trust

2014 Impact Report

[D] SLCC

The Clerk Magazine, May 15

[E] Allotment & Leisure Gardener

Issue 2, 2015

[F] One Voice Wales

- i) Invitation to Workshop re: Communities Sectoral Adaptation Plan – Monday 15.6.16, 10am-3.30pm, Cardiff University**
- ii) To note abolition of paper counterpart to photocard driving licence from 8.6.15**

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

Cllrs D Evans, R J Higginson, P Watts and J Williams declared an interest in planning and left the meeting during consideration of items 9399 (A) and (Bi) below

In the absence of the Mayor, Cllr P Stevens, Deputy Mayor, took the chair

9399 Planning [Displayed]

A) Planning Applications Received

DC/2014/01468: Residential dev. to provide 209 dwellings, inc. a mix of 2,3, and 4 bed homes; a reconfigured access and creation of new emergency access route; new internal roads, footpaths/cycleways, car parking and highway improvements; a network of public open spaces, incl landscaping. Recreation space, public realm and biodiversity enhancement; and other ancillary works and activities requiring: site preparation, demolition and clearance, treatment, re-profiling and the installation of new services and infrastructure – Sudbrook Paper Mill, Sudbrook, Caldicot

TC Refused*

- **Infrastructure is not suitable**
- **Access issues**
- **Negative impact on services in the area eg schools, doctors' surgery, foodstores**

DC/2015/00303: Approval of all matters reserved following outline approval DC/2013/00084 for a single 3 bedroom house on plot – Land between 19 and 20 The Avenue, Caldicot **TC Refused***

- **Over-development**

DC/2015/00493: Erection of a canopy (covering 47sq m) within the store's service yard, to provide cover over scissor lift – Asda, Woodstock Way, Caldicot **TC Approved**

DC/2015/00544: Single storey extension to form porch and bay window – 6 Tennyson Close, Caldicot **TC Approved**

B) Mon CC Planning Information

i) Planning Permissions

DC/2015/00037: Demolition of existing garages, construction of one residential unit and associated works – Cae Mawr Grove, Caldicot **TC Ref 28.1.15***

DC/2015/00038: Demolition of existing garages, construction of four residential units and associated works – Green Lane Garages, Caldicot **TC Ref 28.1.15***

***Proposed construction of residential units following the demolition of the garages at both sites, on the grounds of lack of amenity area for children to play, and on highway grounds. Proposed dwellings on small ad hoc parcels of ground will put further pressures on the lanes and sites around existing congested areas of Caldicot**

Cllr M Stevens referred to her representation at Mon CC on behalf of Town Council to object to the above plan and expressed disappointment with the outcome.

It was resolved to advise Mon CC of Town Council's disappointment at the approval of the above planning applications following its recommendation of refusal and advising that it is fully supportive of the need for more social housing but not in the areas of unsuitability

DC/2015/00233: Public realm and pedestrian linkage improvement works – Woodstock Way, Caldicot **TC App 25.3.15**

The Mayor resumed the chair

- ii) Section 14 – Road Traffic Regulation Act
(Station Road, Caldicot) Temporary Traffic Order
Order to take effect from 25.5.15 for 4 weeks [DISPLAYED]**

Town Council noted the above Temporary Traffic Order

- iii) Dwr Cymru Welsh Water - Notification of works re: (ii) above 26.5.15 – 15.6.15**

Town Council noted the above notification of works from Dwr Cymru Welsh Water

9400 Finance [Circ]

- a) To Approve Updated Cheque List Schedule April/May 2015**

Town Council resolved to approve the updated cheque list schedule for April/May as circulated

- b) To Approve Financial Comparison 1.4.14 – 31.3.15**

Town Council resolved to approve Financial Comparison 1.4.14 – 31.3.15 as circulated

- c) To Approve End of Year Accounts 2014/15 [subject to audit]**

Town Council resolved to approve End of Year Accounts 2014/15 [subject to audit] as circulated

- * d) To Consider/Approve Renewal Terms of Town Council Insurance due 1.6.15 - £4,119.96***

**Alternatively the council may wish to take advantage of Aviva's offer to renew the policy under a new 3 year Long Term Agreement (expiry 2018) at a 5% discount - £3,914.72*

Town Council resolved to accept a new 3 year Long Term Agreement for renewal of its Insurance from 1.6.15 at a cost of £3,914.72 + VAT

9401 Public Conveniences, Jubilee Way

- a) To Note Alistair Pannell to undertake survey of building at a cost of £350 + VAT [ref: TC 13.4.05 Min 9392 (c)]**

- b) To Note Town Council solicitor to act on its behalf in the transfer of the public conveniences and First Draft of the Deed of Transfer forwarded [ref: TC 13.4.15 Min 9393(c)] – See Committee**

Town Council resolved to consider this item in Committee

9402 To Consider Arrangements for Judging Best Kept Front Garden Competition [Form Circ]

Town Council considered its arrangements for judging Best Kept Garden Competition 2016 and agreed to the same conditions as per 2015 with the exception of inviting Mr D Collett to judge the final gardens in conjunction with the Mayor and Deputy.

It was resolved:

- i) that Ward Members submit nominations to Town Council office by 2nd week in July**
ii) that the Mayor, Deputy Mayor and Mr D Collett, if agreeable, judge the nominated gardens during the 3rd week in July

9403 To Note Christmas Lighting Contracts due for re-tender for 2015

The Mayor advised Members that the Christmas Lighting contract [hire/erection] were due for re-tender for 2015 and requested if additional lighting across the town centre street and along Chepstow Road to the Police Station could be included in the tenders for 2016.

A discussion ensued and it was stated that permission from the Landlords would be required to install lights across the town centre and this had been objected to in the past.

a) To consider Christmas Lighting Sub-Committee for recommendation to Town Council

Town Council resolved to set up a Christmas Lighting Sub-Committee for recommendation to Town Council and nominated Cllrs D Evans, P Stevens, S Webb, P Watts and 2 Representatives from Caldicot Events Committee to the committee.

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

9404 King George V Playing Fields [KGVPF]

a) To Approve Notes Compound Working Party 12.5.15 [Circ]

The Notes of Compound Working Party 12.5.15 were approved. Cllr M Stevens as chairperson of the group stated the meeting was more of a “talking shop” to discuss a way forward and possible uses of the compound.

A discussion ensued and it was suggested that in the future Town Council could undertake a “community profile” in Caldicot to identify the needs of local groups and organisations that it would wish to support.

It was resolved

- i) to express Town Council’s disappointment that Churches Together were no longer able to run the proposed project**
 - ii) to advise Maison Design and the building firms who tendered that the project was currently on hold**
 - iii) to thank the owner of the bungalow for his co-operation with the drains**
 - iv) to request if Youth Offending Team could assist in the clearing/cleaning up of the compound, otherwise obtain quotations for this**
 - v) to write to local organisations to request any interest or ideas for possible uses for the compound with a response by 8.6.15**
 - vi) arrange a further meeting of compound working party on 9th June to consider above responses.**
- b) To Consider request from Caldicot Events Committee to allow procession to assemble in and proceed from KGVPF beginning at 12 noon on Sunday 28.6.15**

It was resolved to permit Caldicot Events Committee to assemble at and proceed from KGVPF

Cllr D Evans declared an interest in this item

- c) To Consider request from Caldicot Bowls Club to undertake shed repairs due to weathering – to cover end with white cladding**

Town Council resolved to permit Caldicot Bowls Club to undertake shed repairs.

Normal proceedings resumed

9405 Reports

a) Reports from Town Council Representatives on Outside Bodies

Cllr P Watts updated Members in relation to a recent Give Dog Fouling the Red Card Working Group meeting and advised that she had requested leaflets/sprays and dog bins for Town Council use, to be dropped off at Town Council office and possibly stored in compound – Cllr P Watts to chase up.

b) Governors reports

There were no Governors' reports

c) Other

Cllr M Stevens referred to an incident in town centre which the Police were going to chase up. It was agreed that the Clerk request the police look at CCTV.

9406 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:

(9401) Public Conveniences, Jubilee Way

a) To Note Alistair Pannell to undertake survey of building at a cost of £350 + VAT [ref: TC 13.4.05 Min 9392 (c)]

A discussion ensued regarding the public convenience.

It was resolved:

- i) to approve costs of £350 + VAT for survey of building**
- ii) that the Mayor/Deputy Mayor & Clerk meet with Mr A Pannell 28.5.15**
- iii) to circulate the report to Members**

Cllr F J Harvey declared an interest in this item

b) To Note Town Council solicitor to act on its behalf, with costs, in the transfer of the public conveniences and First Draft of the Deed of Transfer forwarded [ref: TC 13.4.15 Min 9393(c)] – See Committee - Noted

9406 a) Tymperleys Nursery [Circ]

i) To Consider Correspondence from Newland Rennie LLP

Town Council considered correspondence from Newland Rennie, with costs.

The Clerk clarified that Members wished to suspend the marketing of Tymperleys Nursery and advised that there may be costs involved to date. It was stated that Town Council wished to consider its own options prior to leasing the property.

9406 b) Caldicot Cemetery [Circ]

i) To Consider Correspondence from Mon CC re: Land Adjacent to Caldicot Cemetery

Town Council considered correspondence from Mon CC regarding the field adjacent to Caldicot Cemetery.

It was resolved to await the report from JB following works to be carried out in the field.

c) To Consider Tenders for Public Conveniences

Town Council considered one tender received for the public conveniences.

It was resolved to re-advertise amending the closing time to 6pm and to also request Mon CC submit costs for the opening/closing/cleaning of the public conveniences.

d) To Consider Correspondence from TC Solicitor Re: Public Conveniences [Circ]

Town Council resolved to accept the letter of engagement and terms of business from its solicitors in relation to the public conveniences in Jubilee Way car park.

Town Council resolved to refer items (e), (f) and (g) below to Personnel Committee.

- e) To Consider AS Correspondence [Circ]**
- f) To Consider Review of Clerk's Salary Scale [Circ]**
- g) To Consider Office Restructure**

The meeting closed at 8pm

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Mayor/Deputy Mayor