

**CALDICOT TOWN COUNCIL**

**Sandy Lane  
Caldicot**

**Minutes of meeting of Caldicot Town Council held at 6.30 pm on Wednesday, 27<sup>th</sup> June 2007  
at Caldicot Day Luncheon Centre**

**PRESENT:**

Cllrs: D Ashwin, Mayor	J Marshall
D Jones, Deputy Mayor	R Stewart
E Davies	K Thomas
D Evans	P Tidmarsh
R J Higginson	

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

The Mayor, Cllr D Ashwin, requested mobile telephones be switched off during the meeting.

**7883 Apologies**

Apologies were received from Cllrs C Babb, J Daniels, A Easson, W Edwards, G Jenkins, J Harris, J Haskey

**7884 Declarations of Interest – To Be Identified Under the Relevant Heading**

**7885 Open Forum for Public Participation [15 Minutes]**

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

- Improved toilet facilities and lighting at Caldicot Castle Countryside Park
- Planning Cttee decision re: Caldicot AFC contribution for reinstatement works to KGVPF
- Cyclists riding on pavements/pathways in the town
- Objection to the erection of bus shelter at Chepstow Road
- Request for financial assistance to Caldicot RFC

**Cllr R J Higginson declared an interest in Caldicot RFC and withdrew from the meeting**

**7886 To Approve the Minutes of Full Town Council Meeting 30<sup>th</sup> May 2007 [Circ]**

The Minutes were approved as a true record.

**a) Mayor to Sign the Minutes**

The Mayor signed the Minutes.

**7887 To Approve the Minutes of Planning Committee 12<sup>th</sup> June 2007 [Circ]**

The Minutes were approved as a true record subject to page 1 Item 5A) insert “*Cllr R J Higginson declared an interest in Plan DC/2007/00174*”

**a) Mayor to Sign the Minutes**

The Mayor signed the Minutes

**7888 Ongoing/Outstanding Issues:**

- a) **Dog Fouling Bins - awaiting approval for siting from Mon CC [3]**
- b) **Pelican Crossing at Deepweir/Road Issues – via Ward County Councillors**
- c) **Directional/Tourists Sign, Caldicot Castle/Cemetery – awaiting Mon CC**
- d) **Road damage – Park Road**
- e) **Grayhill Surgery meeting – See 7(12) below**
- f) **Bus bay marking – Longfellow Road – referred to Highways Dept**
- g) **Dropped Kerbs – Cemetery – awaiting Mon CC**
- h) **Flooding Issues – awaiting Mon CC – See 7(6), (6a) below**
- i) **20mph speed restriction – Castle Lodge Crescent – awaiting Mon CC**
- J) **Peter Ellis/Cllr Liz Hacket-Pain to address Town Council – awaiting response**

Town Council noted the above ongoing/outstanding issues.

**Re: (f) It was resolved to chase up the meeting to be arranged with Mon CC Highways Dept, Ward Councillors and local resident in this matter.**

**7889 Correspondence [Circ unless marked\*]**

- (1) Caldicot Community Website Request for Donation**

Town Council considered a request for donation from Caldicot Community Website. Members commended the website.

**It was resolved to donate £200 to Caldicot Community Website.**

- (1a) SARA Request for Donation**

Town Council considered a request for donation from Severn Area Rescue Association [SARA].

**It was resolved to donate £30 to SARA.**

- (1b) 2<sup>nd</sup> Caldicot Scouts Request for Donation**

Town Council considered a request for donation from 2<sup>nd</sup> Caldicot Scouts [Beavers] towards the organisation of a fun day as part of the Centenary Year of Scouting celebrations.

**It was resolved to donate £100 to 2<sup>nd</sup> Caldicot Scouts.**

- (1c) Caldicot and District Chamber of Commerce Re: Festival 26<sup>th</sup>/27<sup>th</sup> August 2007**

Town Council considered a request from Caldicot and District Chamber of Commerce for £2,000 to cover policing costs for the August Festival 2007.

A discussion ensued. Proceedings were suspended to allow Mr Mike Rice, Events Chairman/Secretary to clarify the request for donation. A member of the public requested how many people from Caldicot attended the August Festival.

Normal proceedings resumed and it was stated that free entry to the Festival was under threat if funding could not be secured to cover policing costs.

**It was resolved:**

- i) that Cllrs D Ashwin, D Evans and Mr M Rice meet with Inspector J Smith to discuss policing at the August Festival.**
- ii) to sponsor policing costs for the August Festival to a maximum of £2,000**

**7889 (1d) Caldicot Rugby Club**

**Request for Donation**

Town Council considered a request for donation from Caldicot RFC.

Members commended Caldicot RFC on their efforts for the community and it was stated that Caldicot RFC had not previously requested financial assistance from Town Council.

Further clarification of the donation was requested. Proceedings were suspended and Mr B Parker, stated Caldicot RFC was requesting the donation to reinstate its pitch as per the donation Caldicot AFC had recently received to reinstate its football pitch.

Normal proceedings resumed and it was stated that a full set of Caldicot RFC accounts would be required for consideration by Town Council.

It was stated that Town Council Groundsman cut Caldicot RFC pitch on occasions.

**It was resolved to request a full set of accounts together with a breakdown of work/costings required by Caldicot RFC for consideration in this matter.**

**Cllr R J Higginson declared an interest in this matter and withdrew from the meeting**

**Cllr K Thomas declared an interest in this matter**

**(2) One Voice Wales**

**Re: Complaints Procedure**

**Town Council resolved to adopt the One voice Wales Complaints Procedure.**

**(2a) One Voice Wales**

**Larger Local Councils Cttee Meeting, 10am,  
Tuesday 10.7.07, at Royal Welsh  
Showground, Builth Wells – Representative**

**Town Council resolved to nominate the Mayor and Deputy to attend the above meeting, as an approved duty.**

**(3) Local Health Board**

**Public Consultation Draft Gender Equality Scheme**

Town Council noted the draft Gender Equality Scheme, which sets out how Monmouthshire Local Health Board proposes to meet its obligations under the Equality Act 2006 and offered no comments.

**(4) Cllr J Marshall**

**Council Tax Benefit – Delays in Rebate and Backdated Claims**

Cllr J Marshall read out his correspondence stating a number of residents are still awaiting a response from Mon CC in relation to rebate claims and backdated council tax claims.

A discussion ensued and it was stated that this matter could be dealt with more expediently via County Councillors direct with Mon CC.

It was stated that a serious lack of benefits advice was available for members of the public from Mon CC.

**It was resolved to relay Town Council's concerns in relation to rebate claims and backdated council tax claims to Mr Colin Berg, Chief Executive, Mon CC with a copy to Mr J Barber, Principle Benefits Officer, Mon CC**

**7889 (5) Cllr R Stewart**

**Copy Letter to Mon CC**

Town Council noted copy correspondence to Mon CC in relation to dog fouling at Caldicot Castle.

**(6) Dwr Cymru/Welsh Water**

**Re: Sewerage**

Town Council considered correspondence from Dwr Cymru/Welsh Water stating that following investigations into flooding in the town, minor defects were identified, repairs carried out and the sewer was fully operational.

Members referred to recent flooding in the town centre. Cllr Ashwin, Mayor stated he had reported full gullies, in the vicinity of the recent flooding, to Mon CC One Stop Shop. Cllr Ashwin read out an email received from Mon CC stating that the problem was a Welsh Water problem as their adopted pipeline is inadequate to take the amount of water entering it.

A discussion ensued regarding the drainage for the area during development of Castle Lea and to areas of Castle Lea being unadopted.

It was also stated that the road at the rear of Wesley Buildings was unadopted and that London and Cambridge Properties were the owners of the unadopted road.

**It was resolved to write to London and Cambridge Properties to request they investigate flooding at the rear of Wesley Buildings.**

**(6a) Mon CC**

**Re: Pollution of Neddern**

This item of correspondence was considered with (6) above.

Cllr R Stewart advised Members that this matter was ongoing.

**Cllr J Marshall declared an interest in this matter**

**(7) Mon CC**

**Re: Additional Bus Shelters in Caldicot [4]  
- Costs**

Cllr P Tidmarsh referred to Town Council's agreement in principle to erect four bus shelters in Caldicot. Reference was made to the objection in the Public Open Forum for a bus shelter to be erected at Chepstow Road.

Cllr Tidmarsh requested the four proposed bus shelters be erected over the following two years.

Town Council considered costs for Queensbury Shelters as approved supplier of bus shelters to Mon CC.

It was proposed and seconded that bus shelters be erected at Green Lane and Station Road. A vote ensued: 6 For – 3 Abstentions.

**It was resolved:**

- i) to erect an Arun cantilever polycarbonate bus shelter at Green Lane and Station Road at a cost of approximately £2,000 per shelter**
- ii) to request Capita prepare detailed location plans and construction details in respect of the two proposed bus shelters.**

**Cllr R J Higginson declared an interest in this matter**

**7889 (7a) Local Residents**

**Re: Proposed Bus Shelter, Chepstow Road**

Town Council noted the objection to the proposed bus shelter at Chepstow Road

**It was resolved to acknowledge the local residents in this matter.**

**(8) Mon CC**

**Outline Edition – Regional Transport Plan  
[Doc available in Town Council office]  
Comments**

Town Council considered the Outline Edition – Regional Transport Plan.

A discussion ensued regarding the ongoing campaign for Severn Tunnel Junction to be upgraded and made more accessible with additional parking. It was stated that buses stopped ¼ mile from the station.

**It was resolved to write a letter of support for Severn Tunnel Junction to be developed with the necessary infrastructure**

**(9) Mon CC**

**Re: Collaboration Agreement with  
Community and Town Councils**

Town Council nominated Cllrs D Ashwin, D Jones and E Davies to represent Town Council in this matter.

**(10) Magor with Undy CC**

**Tidal Strategy Environment Agency – Joint  
Meeting Community Councils/Organisations**

Town Council nominated Cllr R Stewart to represent Town Council in this matter.

**(11) Cllr A Easson  
(11a) Cllr A Easson**

**Caldicot Castle Report [b/f TC 30.5.07]  
Re: Lighting/Toilet Facilities at Caldicot  
Castle**

In the absence of Cllr A Easson the above items were not discussed.

**(11b) Mon CC**

**Lighting Through Caldicot Countryside Park**

Town Council considered correspondence from Mon CC stating reasons why lighting should not be provided throughout Caldicot Countryside Park.

A discussion ensued and Town Council disagreed with the reasons stated by Mon CC. Members considered the current situation to be dangerous and wished to pursue lighting at the Castle.

Members referred to the damaged boundary wall to the Castle.

**It was resolved:**

- i) to request Mr Laurence Dawkins, Health & Safety Officer, Mon CC inspect the boundary wall at the Castle.**
- ii) to defer this item to Planning Committee 10.7.07**

**7889 (12) Caldicot Medical Group**

**Re: Proposed Meeting with Town Council**

Town Council considered correspondence from Caldicot Medical Group stating the Practice Manager, a partner of the Practice and a representative of the Monmouthshire Local Health Board would be happy to meet with a representative of Town Council, Magor Community Council and Mr David Kenny of the Community Health Council.

Members were unhappy that Gray Hill Surgery had reneged on its agreement to a follow up meeting with Town Council at its meeting 21.12.06.

A Member stated that Gray Hill Surgery continued to “fob off” Town Council and Town Council should pursue a second surgery in the town.

A discussion ensued and it was considered it would be more productive if a representative from each Ward formed a delegation to represent Town Council in this matter.

**It was resolved:**

- i) to write to the Senior Doctor [addressee only] at Caldicot Medical Group to request it honours its previous agreement to hold a follow-up meeting with Town Council**
- ii) to nominate Cllrs D Evans [West End], D Jones [Castle], D Ashwin [Green Lane], J Marshall [Dewstow] and J Daniels [Severn] to represent Town Council at the meeting with Mr D Kenny, CHC.**
- iii) to copy the correspondence to John Griffiths AM, Local Health Board and Community Health Council.**

**(13) Monmouthshire Youth Service**

**Request for Publicity/Financial Assistance**

Town Council noted a request for publicity/financial assistance for play schemes during the summer did not include activities for Caldicot.

**(14) Mon CC**

**Request to relocate dog waste bin at Caldicot Castle**

Town council considered a request from Caldicot Castle Warden to relocate the dog waste bin at Church Road entrance to the Castle to the small car park.

Members were advised that the new dog waste bin near to Budden Crescent had been located in the wrong place.

Cllr J Marshall advised Town Council that three ‘on the spot’ fines had recently been issued in relation to dog fouling at Caldicot Castle.

Members commended the Castle Warden on his prompt co-operation in relation to disabled access to the Castle from Castle Lodge Crescent.

**It was resolved:**

- i) to relocate the dog waste bins at Church Road entrance to the Castle and near to Budden Crescent in conjunction with the installation of the three outstanding dog waste bins.**
- ii) to commend Mr Manning on his prompt co-operation in relation to disabled access to the Castle from Castle Lodge Crescent**

**7889 (15) Cllr J Marshall**

**Cllrs Proving Good Work for the Community**

Cllr J Marshall read out his correspondence proposing “*All seventeen members on Caldicot Town Council provide a resume of community action they have taken over the past two years which would then be open for public viewing, this would be in the form of a CV or each member could alternatively do a 10-15 minute presentation outlining their contribution to the town*”.

A lengthy discussion ensued and Members referred particularly to constituents being assisted on confidential personal issues.

It was stated that Town Council Minutes were available to interested members of the public at the library, and on the web site.

Town Council did not support the proposal and Cllr Marshall wished it recorded that the proposal was not seconded.

**(16) Cllrs E Davies/D Evans**

**Re: Parking Issues – Newport Road**

Cllrs E Davies and D Evans referred to serious traffic and parking issues at West End, particularly in relation to pedestrians and school children crossing the B4245. It was stated that school buses picking up and dropping off in the area and heavy goods delivery vehicles added to the congestion.

Members considered the situation dangerous and requested if the area of green space on Newport Road, opposite Shakespeare Drive, could be used to provide resident parking in order to alleviate some of the traffic issues/parking problems in West End

Cty Cllr R J Higginson referred to ongoing discussions at Mon CC in relation to the parcel of land in connection with the proposed transfer of housing land.

**It was resolved to relay Town Council’s concerns regarding traffic and parking issues at West End to Mon CC and request the area of green space opposite Shakespeare Drive be considered to provide resident parking.**

**7889 (17) Cllr E Davies**

**Re: Lane Newport Road – Masefield Road**

Cllr E Davies expressed concerns of motorcycles being driven down the lane from Newport Road to Masefield causing a danger to pedestrians, particularly school children.

**It was resolved to request Mon CC consider a suitable barrier to replace the existing bollards which would prevent motorcycles from using the lane but allow for disabled access and parents with pushchairs.**

**7890 Publications, Minutes, Etc [DISPLAYED]**

[A]NALC	<b>DIS Issue No 658, 659</b>
[B] Plus Publishing Services	<b>Local Council's Update Issue No 92</b>
[C] Local Council Review	<b>May 2007</b>
[D] International Tree Foundation	<b>Trees are News – May 2007</b>
[E] The Local Channel	<b>May &amp; June 2007</b>
[F] Mon CC	<b>Adopted Monmouthshire Unitary Dev. Plan 2006 – Final Publication</b>
[G] Mon CC	<b>Re: South Mon Area Cttee Meeting – amended date – Wed 11.7.07 – Venue to be confirmed</b>
[H] Electricity Alliance	<b>Refurbishment of Iron Acton – Whitson overhead Lines</b>
[I] Mon Area CHC Cttee	<b>Agenda/Mins 26.6.07</b>
[J] One Voice Wales	<b>Agenda/Mins 19.7.07</b>

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

**7891 Planning [Displayed]**

**A) Planning Applications**

**DC/2007/00551:** Subdivision and alteration of existing house to form 4 no. houses and construction of a pair of semi-detached houses on the site – Conygree, Pill Row, Caldicot

The Mayor referred Members to two objections received [displayed].

**TC Refused\***

- \* • Dangerous access/egress onto narrow road/bend
- No footpath
- Over development of area
- Sewerage issues
- Floodplain

**DC/2007/00766:** Amended Application to alter Timber Boundary Fence – 8 Margretts Way, Caldicot

**TC Refused**

- Planning Regulation of 1m high fence fronting a highway to be adhered to

**B) Mon CC Planning Information**

**i) Mon CC Planning Agenda 29.5.07, 26.6.07 – For Information**

Town Council noted the above Planning Information from Mon CC



**7892 Finance [Circ]**

- a) Cheque List Schedule Update**

**It was resolved to approve the updated Cheque List Schedule as circulated**

- b) Donations and Contributions Schedule Update**

**It was resolved to approve the updated Donations and Contributions Schedule as circulated**

- c) To Approve Final Accounts 2006/07 [Subject to Audit]**

**It was resolved to approve Final Accounts 2006/07 [Subject to Audit]**

- i) To Approve Annual Return Sections 1 & 2**

**It was resolved to approve Annual Return Sections 1 & 2**

- ii) Mayor to Sign Final Accounts and Annual Return**

**Cllr D Ashwin, Mayor, signed the Final Accounts and Annual Return**

- iii) To Note Internal Audit – 23-24.7.07**

Town Council noted the date for Internal Audit 2007.

- iv) To Note District Audit 2006/07 – 1.10.07 [NB 2005/06 Audited Accounts Awaited]**

Town Council noted the date for District Audit 2007 and that 2005/06 Audited Accounts were awaited

**Cllr D Ashwin declared an interest in the following item and withdrew from the meeting.**

*Cllr D Jones temporarily chaired the meeting for this item.*

- d) To Consider Re-investment Town Council Bond [Matures 21.7.07]**

**It was resolved to re-invest Town Council Bond for six months.**

*Cllr D Ashwin resumed as chairman*

**7893 Civic Service – Sunday 23<sup>rd</sup> September 2007, 12pm at St Mary’s Church, followed by refreshments at St Mary’s Church Hall**

- a) To Consider Catering Arrangements**

**It was resolved to consider this item in Committee – See Min 7904**

**7894 To Appoint Representatives to Outside Bodies:**

- i) Mon CC Cemetery Working Group**

**It was resolved to nominate Cllr D Evans on to Mon CC Cemetery Working Group**

The Mayor referred Members to limited burial space remaining in Rogiet and Magor graveyards and to the current burial row in the Cemetery nearing the tree. It was agreed that issues relating to Caldicot Cemetery be considered at Planning Committee 10.7.07.

**ii) Caldicot & District Chamber of Commerce [DJ, PT + 1]**

**It was resolved to nominate Cllr A Easson on to Caldicot & District Chamber of Commerce.**

**7895 To Consider Date for Development Committee [b/f Planning Ctte 12.6.07]**

**It was resolved to arrange a meeting of Development Committee at 10am on Monday 16.7.07 at DLC to consider DLCVC proposed alterations to Town Council building.**

**7896 To Consider Date for Tendering Sub Committee**

Town Council did not consider a meeting of Tendering Sub Committee necessary at present.

**i) Bowls Green Contract – Expires 1.10.07**

Town Council noted expiry date for the bowls green contract.

**It was resolved to go out to tender as per current specification re: bowling green contract**

**ii) Bowling Green Fence**

**iii) Sandy Lane Allotments Fence**

**It was resolved to defer items (ii) and (iii) above to Town Council meeting 27.9.07**

**7897 Best Kept Garden Competition – Adjudicator Accepted – Request meeting with Mayor and Deputy**

It was agreed that The Mayor and Deputy Mayor meet with the adjudicator for Best Kept Garden Competition.

**7898 CCTV**

**To Note meeting with Ms Tracy Harry, Head of Resources, Performance Management, Strategy and Communications, Mon CC & Chief Inspector Peter Keen at 7pm on Tuesday 26.6.07 at DLC**

The Notes of above meeting were circulated at the meeting.

**It was resolved to defer this matter to Planning Committee 10.7.07.**

**7899 To Note Deserie Mansfield, RCA to address Town Council at Planning Committee 10.7.07**

Town Council noted the above.

**7900 Clean Neighbourhood and Environmental Act 2005**

**To Note Mr John Clements, Specialist Environmental Health Officer to address Town Council 6.30pm 14.8.07**

Town Council noted the above.

*Standing Orders were called for 15 minutes [9pm]*

*Proceedings were suspended to allow Town Council as trustees of KGVPF to consider the following item:*

**7901 King George V Playing Fields [Circ]**

**a) Stephen and Alexander – King George V Land, Caldicot**

Town Council considered correspondence from Stephenson Alexander, Chartered Surveyors advising of its client's interest in acquiring a small area of KGVPF for the construction of a food store.

A discussion ensued and it was stated that Town Council had previously refused to enter into negotiations regarding the sale of land at KGVPF. Cllr E Davies requested that a public meeting be held to consider public opinion in this matter prior to any decision being made and wished her request be recorded.

It was proposed and seconded that Stephen and Alexander be invited to make a presentation in this matter to Town Council. A vote ensued: 4 For – 4 Against. The Mayor gave his casting vote and the proposal was carried.

**It was resolved to invite Stephen Alexander to make a presentation to Town Council in this matter.**

**b) To Approve payment of Annual Subscription STRI - £287 + VAT**

**Town Council approved the above payment of £287 + VAT**

*Normal proceedings resumed.*

**7902 Xmas Lighting**

**i) To Approve Hire of Xmas Decorations (Yr 3)**

**It was resolved to approve hire of Xmas decorations at a cost of £3,700 + VAT.**

**ii) To Consider Erection of Xmas Decorations [awaiting Mr R Joy, Street Lighting Manager, Mon CC list of approved contractors]**

**It was resolved to request a list of approved contractors.**

**7903 Reports**

**a) Town Council Representatives on Outside Bodies**

**b) Governors**

**c) Other**

There were no reports received re: (a) to (c) above.

**7904 Committee - the public and press were excluded from the meeting during consideration of the following item in accordance with Section 100A of the Local Government Act 1972 on the grounds that it involves the likely disclosure of exempt information**

**Civic Service – Sunday 23<sup>rd</sup> September 2007, 12pm at St Mary's Church, followed by refreshments at St Mary's Church Hall**

Town Council noted details for Civic Service 2007.

**a) To Consider Catering Arrangements**

**It was resolved to accept quotation from Mr I Phillips for £325 for catering at the Civic Service.**

The meeting closed at 9.15pm

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Mayor/Deputy Mayor