

CALDICOT TOWN COUNCIL

Sandy Lane
Caldicot

Minutes of Meeting of Full Town Council held at 6.30pm on Wednesday 27th October 2004 at Caldicot Day Luncheon Centre.

PRESENT:

Cllrs R Stewart, Mayor	J Haskey
P Tidmarsh, Deputy Mayor	R J Higginson
D Ashwin	G Jenkins
C Babb	D Jones
J Daniels	J Roberts
E Davies	S Williams
W Edwards [8.40]	K Thomas

Cllr R Stewart, Mayor, stated that his Civic Service “went well” and Canon Jones conducted a “nice service”. He also referred to the “excellent” Royal British Legion concert held recently at Caldicot Leisure Centre.

Cllr Stewart offered sympathy to the family of the local man, James Nutley, who recently went missing in Tenby.

7338 Apologies

Apologies were received from Cllr R King and Mrs A Sandiford

7339 Suspended Proceedings – Amanda Brown, Head of Primary Care, Local Health Board Re: GP Out of Hours

It was resolved to suspend proceedings to allow Mrs Brown to address Town Council in relation to GP out of hours service. [Handouts available in Town Council office].

7340 Open Forum for Public Participation

1. Members of the public posed questions to Town Council:
 - i) request for zebra crossing from Jubilee Way car park - Scouts/AFC. Cllr K Thomas requested zebra crossing along Sandy Lane - **It was agreed to write to Mon CC**
2. Issues posed to Inspector Price:
 - No monitoring had taken place since 20mph implemented along Sandy Lane
 - Cllr J Haskey referred to being unable to contact the Police on a number of occasions re: nails strewn across Oakley Way/Sandy Lane.
 - Cllr Haskey also referred to a recent burglary in Oakley Way where apparently bags of nails were stolen. **Inspector Price to take this matter up**
 - motorcyclists riding between traffic calming ‘humps’ along Sandy Lane
 - Cllr Haskey applauded “bobbies on the beat”

7341 Declarations of Interest

Cllr R Stewart declared an interest in Planning matters.
Cllr R J Higginson declared an interest in Min 7345 (7)
Further declarations to be identified under the relevant Minute

7342 To Note Casual Vacancy West End Ward – Resignation of Cllr James D Harris

Town Council accepted resignation from Cllr J Harris.

It was resolved to advise the Electoral Officer of the casual vacancy and to request that necessary arrangements for a by-election are made.

7343 To Approve the Minutes of Full Town Council Meeting 29th September 2004 [Circ]

The Minutes were approved as a true record.

a) Matters Arising from the Minutes [Update Sheet Circ]

- i) It was resolved to suspend proceedings to allow Mr Giles Ballisat, Severnside Area Manager to update Members on dog fouling, railing around the Celtic Cross and Caldicot Cemetery.
- ii) **Min 7329 (b)** Cllr K Thomas requested clarification as to why Twinning Committee changed the format for the recent Waghäusel twinning exchange. Cllr J Daniels stated she had received legal advice from Mon CC in relation to this matter. The Clerk stated that a Member of the Council had acted independently of the Council [contrary to Section 101 of Local Government Act 1972]. Cllr R J Higginson requested written confirmation of the advice given to Cllr Daniels.

It was resolved that Twinning Committee report back to Town Council regarding the change of format of the recent Waghäusel twinning exchange

Cllr P Tidmarsh declared an interest in this matter prior to a vote ensuing

b) Mayor to Sign the Minutes

The Mayor signed the Minutes.

7344 To Approve the Minutes of Planning Committee 12th October 2004 [Circ]

The Minutes were approved as a true record.

a) Matters Arising from the Minutes

Page 2 Min 7 Cllr C Babb stated that the bus stop at Cwrt Severn

b) Mayor to Sign the Minutes

The Mayor signed the Minutes.

7345 Correspondence [Circ unless marked*]

(1) Cllr C Babb

**Caldicot AFC Use of KGVPF/Community Hall
[b/f TC 29.9.04]**

Town Council considered a request for a community hall in the town.

It was resolved that Cllrs C Babb, E Davies and J Roberts form a new sub-committee to look into this matter in conjunction with Mr Giles Ballisat, Severnside Area Manager.

7345 (1a) Caldicot AFC

Re: Caldicot AFC/Fixture List - To Note No Response from AFC Re: Date of Meeting with Cllrs RS, PT, KT

Town Council considered correspondence from Caldicot AFC stating they are unable to collate fixture lists for matches played on KGVPF.

Members expressed disappointment that Caldicot AFC had not provided dates to meet and monies remained outstanding. A discussion ensued regarding the use of the fields by Caldicot AFC.

It was resolved to request that Caldicot AFC meet with Full Town Council to discuss issues relating to the use of KGVPF.

**(1b) Caldicot AFC – Newport County Soccer Skills
25/26/27 October 2004 held on KGVPF**

Town Council noted additional correspondence, circulated at the meeting, advising of use of KGVPF for soccer skills during school half term, following the event.

Cllr J Roberts declared an interest in (1a) and (1b).

(2) Cllr S Williams Bowls Club Fees [£1005.31 04/05] [b/f TC 29.9.04]

Town Council considered correspondence from Cllr S Williams in relation to Town Council's previous decision to waive fees for neutral games played on KGVPF.

It was resolved that the Bowls Club is not charged for neutral games.

(3) Andrew Damsell Request for Donation

Town Council resolved to donate £25 to Andrew Damsell on behalf of his son who has recently been chosen to represent Wales at judo in the forthcoming National individual Championships held in Stoke on 6.11.04.

Cllr G Jenkins advised of change of address of Mr A Damsell.

Cllrs G Jenkins and R J Higginson declared an interest in this matter

(3a) British Red Cross Request for Donation

Town Council resolved to donate £25 to British Red Cross.

(3b) Caldicot & District CAB Request for Financial Contribution 04/05 [£4500]

Town Council resolved to make payment of £4,500 to Caldicot CAB as previously agreed in Estimates Committee 11.12.03.

**(4) Mon CC Town and Community Council Elections – 10.6.04
- To Confirm Payment of Invoice - £3921.68**

Town Council noted invoice for Town and Community Council Elections 10.6.04 and resolved to make payment of £3,921.68.

7315 (5) Graham Powell

Re:Town Council Meeting 29.9.04 Public Open Forum

Town Council considered correspondence from Graham Powell in relation to the Public Open Forum at Town Council meeting 29.9.04.

It was resolved that the Mayor and Deputy Mayor in conjunction with the Clerk respond to Mr Powell's correspondence.

(6) Gwent Police Authority

Community Development and Partnership Officer

Town Council noted correspondence from Gwent Police Authority advising of a recently appointed Community Development and Partnership Officer to co-ordinate and develop community and partnership engagement and to facilitate involvement through consultation and active participation. It was stated that Town Council representative had not been attending REDPOP meetings.

It was resolved to re-evaluate this matter at Town Council meeting 24.11.04.

Cllr R J Higginson declared an interest in this matter

(7) Mon CC

Re: Licensing Act 2003

Town Council noted correspondence from Mon CC advising of its consultation in relation to the Licensing Policy Statement to introduce a smoke free environment under licensing requirements for 'health' or 'desirability' reasons.

Cllr R J Higginson declared an interest in this matter

(8) Mon CC

Re: Bus Corridor Improvements

Town Council noted correspondence from Mon CC in relation to bus corridor improvements in relation to Cwrt Severn [See also Min 7344(a)].

(9) Mon CC

Re: Return of the Lease of the Cemetery to Mon CC

Town Council noted correspondence from Mon CC advising the matter had been passed to Mon CC Legal Section.

(9a) Mon CC

Re: Request to Address Town Council

Town Council noted response from Mr Giles Ballisat, Area General Manager, Severnside in relation to i) Caldicot Cemetery, ii) railings around the Celtic Cross and iii) dog fouling. It was also noted that further responses would be made to Town Council when available [See also Min 7343(a)].

(10) Local Health Board

Re: Request to Address Town Council Re: GP out of Hours Service

Town Council noted acknowledgement from Local Health Board advising Amanda Brown will respond to the request to address Town Council re: GP out of Hours Service on her return to the office [See also Min 7339]

7345 (11) Cllr D Ashwin**Environmental Issues Jubilee Way Car Park**

Town Council considered correspondence from Cllr D Ashwin following a complaint from Traders in relation to environmental health issues resulting from the parking of heavy goods vehicles in Jubilee Way car park overnight.

It was resolved to suspend proceedings to allow Mr Giles Ballisat, Mon CC to speak on this issue. Mr Ballisat stated he would report registration number of vehicles/names of firms to owners if provided to himself by Members.

(12) Mon CC**Publication of Customer Care Standards**

Town Council noted correspondence and posters from Mon CC in relation to the publication of Customer Care Standards for employees in providing customer services.

Cllr R Stewart, Mayor, referred to the recent training day held at Cwmbran Stadium [23.10.04], stating Caldicot Town Council were “well represented” by the attendance of 10 out of 17 Members.

Cllr Stewart referred to the amount of time taken with ‘Matters Arising’ and stated he wished this item be dropped from the Agenda.

7346 Publications, Minutes, Etc [DISPLAYED]

[A] NALC Direct Information Service	Issue No 590
[B] Plus Publishing Services	Local Council’s Update Issue No 60
[C] Mon CC	Sevenside Area Committee Agenda/Mins 29.9.04
[D] Mon CC	Cabinet Agenda/Mins 8.10.04
[E] Adjudication Panel for Wales	Annual Report 2003-2004
[F] Community Health Council	Agenda/Mins 26.10.04/Annual Report 2003/04

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

7347 Planning Committee [Displayed]**A) Planning Applications**

Plan M/10579: 71 Goldfinch Close, Caldicot – Two Storey Side/Rear Extension & Rear Conservatory **TC Approved**

Plan M/10741: 7 Station Road, Caldicot - Conversion of Roof Space into Bedroom Accommodation including Provision of Dormer Windows; Off Street Parking to Front Forecourt **TC Approved**

Plan M/10772: Unit 50D, Severn Brgde Ind Est- Proposed Sub Division of Existing Unit, Infilling Roller Shutter Door with Brickwork/Cladding to Match Existing & Forming New Mezzanine Floor and Office Accommodation **TC Approved**

B) Other Planning Applications [Received after Despatch of Agenda]

Plan M/10779: 7 Alianore Road, Caldicot – Proposed PVCU Conservatory to Rear of Dwelling **TC Approved**

Plan M/10796: 7 Deepweir Gardens, Caldicot – Side Extension with Dormer Window to Garage and Dining Room (Ground Floor) and Bedroom and Bathroom (First Floor) **TC Approved**

C) Mon CC Planning Information

mmmmmmmmcccxxxviii) Planning Permission

Plan M/10478: 7 Swan Close, Caldicot – First Floor Extension and Extension of Porch
TC Approved 14.9.04

Plan M/10581: 7 Burns Crescent, Caldicot – Rear Single Storey Extension **TC Approved 14.9.04**

Plan M/10614: 11 Kingfisher Close, Caldicot – Single Storey Extension for Bedroom and Bathroom to Side of Property, Conservatory to Rear of Property **TC Approved 29.9.04**

Plan M/10625: 107 Castle Lea, Caldicot – Proposed Porch and Bedroom Extension
TC Approved 29.9.04

ii) Mon CC Planning Agenda 19.10.04 – For Information

iii) List of Planning Applications Received [Displayed]

15.9.04 10 – 14.10.04

Town Council noted Planning information (i) to (iii) above from Mon CC.

7348 Cheque List Schedule Update [Circ]

Town Council resolved to approve the updated Cheque List Schedule as circulated [JD/RJH].

7349 Donations and Contributions Schedule Update [Circ]

Town Council resolved to approve the updated Donations and Contributions Schedule as circulated [JD/RJH].

7350 To Consider Donation Held Caldicot Resource Centre [£4500.00] B/f TC 29.9.04]

It was resolved to suspend proceedings to allow for Mr Giles Ballisat to updated Members on the current situation regarding Caldicot Resource Centre.

It was resolved to retain donation and to write to Mr Steve Greenslade, Corporate Director of Finance, Mon CC to object to Coleg Gwent taking over the building and requesting the possibility of Town Council acquiring the building for community use.

Cllr R Stewart, Mayor, agreed to seek advice from Jocelyn Davies, AM, with regard to Town Council acquiring the building.

Cllr E Davies declared an interest in this matter.

7351 To Elect Representatives of Town Council on Outside Bodies – [Ref: 4 above]

Town council resolved to appoint replacements for Cllr J Harris as follows: [bold print]

User Sub-Committee King George V Playing Fields – ‘User Guide Listing’ [Standing Committee AFC]
To include Health & Safety Member (5) Cllrs R Stewart, R King, K Thomas, G Jenkins + **J Daniels

Mon CC Severnside Area Forum (4) Cllrs R Stewart, E Davies, K Thomas + **D Jones**

Cllr E Davies stated she was not receiving agendas for Mon CC Severnside Area Forum meetings
Mr G Ballisat agreed to take this matter up with Mr M Jones, Mon CC.

CCTV Working Party (4) Cllrs R Stewart, K Thomas, G Jenkins + **J Haskey**

Cheque Signatories (Not a Committee) (4) Cllrs R Stewart, P Tidmarsh, D Jones + **K Thomas**
G McIntyre

The Clerk referred to difficulties with nominated cheque signatories' formal acceptance. It was resolved to appoint Cllr K Thomas as cheque signatory.

7352 To Consider Health and Safety Committee to Meet – Cllrs J Daniels, E Davies, R King, K Thomas [To include Site visits – Town Council Compound, KGVPF (inc Bowls Green, Playarea), Cemetery, Allotments]

It was resolved that Cllr J Daniels arrange Health and Safety Committee meeting prior to Estimates Committee. Cllr Daniels also requested Personnel/Appointments Committee meet prior to Estimates Committee to consider training.

7353 Caldicot Cemetery

(a) To Note Mon CC Cemetery Working Group 10 am 1.10.04 County Hall – Representative Cllr R King – Any Report Re: Re-Testing Memorials

There was no report regarding Mon CC Cemetery Working Group meeting 1.10.04.

It was resolved to carry this matter forward to Full Town Council meeting 24.11.04.

(b) To Consider Summer Opening/Closing Cemetery Gates - Members of Public Visiting Cemetery 7pm [B/f TC 29.9.04]

It was resolved to defer this matter to Full Town Council meeting 22.2.05

7354 CCTV

(a) To Note Original/Copies CCTV Service Level Agreement for Consideration and Signing by Town Council

(b) Awaiting Dates from Ms Donna Sidnell, MCC for Visit to Control Room/Address Town Council Prior to Signing – Correspondence 6.10.04 Circ – To Consider Representatives Caldicot CCTV Partnership (3) [NB: CCTV Working Party]

(c) To Note No Payments Made to Date – Final Reminder Received £11,500 2003/2004

Cllr R Stewart, Mayor, advised Town Council that a final reminder had been received.

It was resolved that payment not be made until Ms D Sidnell, Mon CC had addressed Town Council and the Service Level Agreement signed.

Cllr D Ashwin requested telephone numbers of the Control Centre in order that Members could contact direct. Reference was made to the Data Protection Act. Cllr P Tidmarsh stated that Chamber of Trade shopkeepers were in receipt of the telephone number.

It was resolved to request the Control Room telephone number from Ms D Sidnell, Community Safety Office, Mon CC.

7355 Induction Loop System [b/f TC 26.5.04]

To Note Day Luncheon Centre Voluntary Committee to re-apply for Funding Assessment DLC 10.00am 26.10.04 RNID/Desiree Mansfield

Town Council noted negotiations were ongoing.

7356 Sunset Service – 4 pm Sunday, 14th November 2004 at Celtic Cross

Town Council noted date and time for the Sunset Service.

7357 Mon CC Act of Remembrance 11.11.04 – 10.45am Caldicot Castle – Request for Town Council Representatives to Attend.

In conjunction with Min 7356 Town Council noted invitation to Members to attend Mon CC Act of Remembrance 11.11.04 at Caldicot Castle.

It was resolved that as many Members as possible would attend.

Cllr J Daniels offered advance apologies.

7358 Re: Town Council Meeting Wednesday, 24th November 2004 – Suspended Proceedings 6.30pm – 7.30pm [As agreed TC 29.9.04] – Representatives Valuation Office Agency/Mon CC – Re: Rebanding/Council Tax Revaluation – To Note Public Open Forum Suspended at Meeting

Cllr G Jenkins and D Jones offered advance apologies. Cllr K Thomas referred to previous increases in Council Tax in Monmouthshire as opposed to other authorities in South Wales and requested such questions be put to the representatives.

7359 Reports

a) Governors – To Note Awaiting Confirmation from Governors re: Acceptance of Town Council Representatives

Cllr R Stewart updated Members on Governors as follows:

Sandy Lane – awaiting confirmation

Green Lane – awaiting confirmation. Cllr Stewart stated that Cllr C Babb had been requested to resign from Green Lane Governors for the acceptance of Cllr J Haskey with a view to Cllr Babb being offered an LEA appointment on Green Lane Governors.

St Mary's – Cllr D Jones accepted

West End – Cllr R Higginson accepted

Durand Road – Cllr S Williams accepted

b) To Approve Notes/Recommendations of Twinning Committee 18.10.04 [Circ]

Town Council approved the notes and accepted the recommendations of Twinning Committee 18.10.04

c) Christmas Lighting Up Friday, 26.11.04 – Any Report Events Committee

Cllrs J Daniels and E Davies [TC representatives on Event Committee] referred to funding issues relating to the Christmas Lighting Event. Cllr R J Higginson stated that Town Council must be approached to authorise funding.

d) Other

There were no other reports.

The meeting closed at 9pm