

CALDICOT TOWN COUNCIL

Sandy Lane
Caldicot

Minutes of meeting of Caldicot Town Council held at 6.30pm on Wednesday 28th March 2007 at Caldicot Day Luncheon Centre

PRESENT:

Cllrs J Daniels, Mayor	D Jones
D Ashwin	J Marshall
E Davies	J Roberts [left 8pm]
A Easson	R Stewart
D Evans	P Tidmarsh
J Haskey [6.35]	K Thomas
R J Higginson [left 9.10pm]	

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

7822 Apologies

Apologies were received from Cllrs C Babb, J Harris, G Jenkins

7823 Declarations of Interest

Cllr D Ashwin declared an interest in Mon CC Matters

Cllr A Easson declared an interest in Min 7827 (2a), (7), (10b), (12)

Cllr D Evans declared an interest in Min 7827 (5)

Cllr R J Higginson declared an interest in Min 7827 (4a), (5), (10a) Min 7832, Min 7833

Cllr J Marshall declared an interest in 7827 (2), (2a), (8), (10c), (12) Plan DC/2007/00204

Cllr R Stewart declared an interest in Min 7829

Further declarations to be identified under the relevant item

Cllr D Evans withdrew item 5 (2b) from the agenda

7824 Open Forum for Public Participation [15 Minutes - Mayor's Discretion]

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

- Caldicot Regeneration Committee
- Rental fees/empty shops in Caldicot town centre
- Anti social behaviour in town centre

7825 To Approve the Minutes of Full Town Council Meeting 28th February 2007 [Circ]

The Minutes were approved as a true record subject to **Min 7808 (10)** delete *'The Mayor stated Town Council had previously considered this matter and that the local U3A walking group had been involved in monitoring footpaths in the area'* insert *'Cllr Easson stated Town Council had previously noted this matter and he understood that on two occasions the local U3A walking group had been involved in monitoring footpaths in the area. Cllr Easson also stated he had submitted proposals to Ruth Rourke in this matter.'*

a) Mayor to Sign the Minutes

The Mayor signed the Minutes

A discussion ensued regarding the Matters Arising Update Sheet, previously abolished by Town Council. A vote ensued and it was agreed to reinstate the Matters Arising Update Sheet.

A further discussion ensued and a Member disagreed with Town Council's decision stating all outstanding and ongoing matters should be placed on the agenda for discussion if necessary.

It was agreed to place ongoing/outstanding items between 'Approval of Planning Committee minutes' and 'Correspondence' items on Town Council agenda.

7826 To Approve the Minutes of Planning Committee Meeting 13th March 2007 [Circ]

The Minutes were approved as a true record.

a) Mayor to Sign the Minutes

The Mayor signed the Minutes

7827 Correspondence [Circ unless marked*]

***(1) Monmouthshire District Scout Council Appreciation for Donation**

Town Council noted appreciation for donation from Monmouthshire District Scout Council.

***(1a) Girlguiding Appreciation for Donation**

Town Council noted appreciation for donation from Girlguiding.

***(1b) Caldicot AFC Twinning Group Appreciation for Donation**

Town Council noted appreciation for donation from Caldicot AFC Twinning Group.

(2) Caldicot & District Chamber of Commerce Fireworks Festival 06 & Events Funding 07* Breakdown of costs

Town Council accepted the accounts from Caldicot & District Chamber of Commerce in respect of the Fireworks Festival 2006.

It was resolved to donate £2,000 to Caldicot & District Chamber of Commerce for Festival 2007 as agreed at Estimates Cttee 12.12.06.

(2a) Caldicot Regeneration Group Caldicot Carnival 2007

Town Council accepted correspondence from Caldicot Regeneration Group advising they would no longer be organising the Carnival for 2007.

It was resolved to defer the issue of the Carnival to Planning Committee 10.4.07 or a special meeting to be arranged.

Cllrs A Easson and J Marshall declared an interest in this matter

(2b) Caldicot Events Committee Caldicot Carnival 2007

This item was withdrawn from the agenda.

7827 (3) Cllr J Marshall
(3a) Cllr J Marshall
(3b) Local Retailers

Re: Anti-Social Behaviour in Town Centre
Re: Anti-Social Behaviour in Caldicot
Re: Anti-Social Behaviour in Town Centre

Cllr J Marshall referred to complaints received from local shopkeepers regarding anti-social behaviour in the town centre.

Cllr Marshall read out a response he had received from Inspector J Smith, advising of a “zero tolerance” approach to anti-social behaviour in the town and to additional patrols in the town centre. Reference was also made to a meeting being arranged by the local Crime and Disorder Reduction Officer to be held at DLC at 10am on 19.4.07 to address this issue.

A discussion ensued and Members referred to the CCTV system and the positioning of the cameras in the town centre.

Members were concerned with the difficulty in being able to contact Caldicot Police Station. It was stated that prior to the new council, regular updates were reported by Caldicot Police to Full Town Council meetings but the new council did not require the Police to attend meetings regularly.

It was requested that the Police meet with local traders but at a more appropriate time than 10am and that Town Council Members also attend the meeting.

It was resolved to write to Inspector Smith, enclosing a copy of the above correspondence, stating Town Council was unhappy with the way anti-social behaviour was being addressed in the town centre and requesting a more appropriate/convenient meeting time be arranged for the Police to meet with local traders.

(4) Cllr J Harris **Sea Defences Nash to Chepstow**

In the absence of Cllr J Harris this item was not discussed.

(4a) Cllr J Harris **Re: Cemetery**

In the absence of Cllr J Harris this item was not discussed.

(5) Mon CC **Local Housing Strategy for Monmouthshire**

Town Council received the first draft of the Local Housing Strategy for Monmouthshire.

It was resolved that completed questionnaires be forwarded to the Clerk by Town Council meeting 25.4.07 in order to collate and respond to Mon CC.

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

(6) Wales Audit Office **Change to Appointment of External Auditor**

Town Council noted correspondence from Wales Audit Office advising of a change of External Auditor to Mazars LLP.

7827 (7) Cllr R Stewart

Request for Directional Sign to Caldicot Castle

Town Council considered correspondence from Cllr R Stewart requesting directional sign to Caldicot Castle.

It was resolved to request a “more appropriate” brown directional sign to Caldicot Castle to be placed at the junction of Chepstow Road/Church Road.

Cllr J Marshall left the meeting at this point.

(8) Cllr R J Higginson

**Withdrawn Correspondence 29.11.06/
Ombudsman Report – Local Govt Act**

Cllr J Daniels, Mayor, advised Town Council that the Clerk had received a letter from a Member advising that the Member was not happy for this item to be discussed.

Cllr R J Higginson stated the Mayor and Cllr R Stewart were witnesses to the complaint made against him to the Ombudsman and questioned how the Mayor could chair the meeting for this item. Cllr Higginson proposed that Cllr J Roberts take the chair in this matter.

Members requested to know who the Member was, the content of the letter received by the Clerk, and if they were entitled to see a copy of the letter.

Cllr P Tidmarsh stated Town Council should not be discussing correspondence of a legal nature as it could be “sub-judice” Cllr Tidmarsh withdrew from the meeting at this point.

The Clerk was requested to clarify the content of the letter. The clerk advised that she had received a letter from a Member expressing concerns about the item being discussed and that the letter was not of a legal content. The Ombudsman report was not confidential and provided information for Members with regard to declarations of interest within the code of conduct for any meetings outside council.

Cllr Higginson referred to his correspondence submitted 29.11.06, subsequently withdrawn at the meeting, and to correspondence circulated by the Mayor apologising on Town Council’s behalf for an error which “may have occurred”.

Cllr Higginson also referred to complaints made against him by Cllrs J Marshall and J Haskey, following a public meeting, which Cllr J Haskey did not attend.

A Member stated that the content of the letter received by the Clerk could prejudice any legal proceedings. The Clerk reiterated that the letter was not of a legal content.

Cllr J Marshall entered the room at this point stating he had threatened legal action and if Town Council continued to discuss this item he “would hold Town Council in contempt”. Cllr Marshall then again left the room.

It was stated that Town Council had not agreed to this item being discussed and the issue of the chairperson for this item had not been resolved.

The meeting was temporarily suspended due to a fracas taking place in the foyer.

Reference was made to the Mayoral speech at Town Council meeting 31.1.07, referring Members’ complaints to the Ombudsman.

7827 (9) Cllr P Tidmarsh

**Pedestrian Crossing near Brooklands Motel
End of Caldicot Bypass**

Town Council considered correspondence from Cllr P Tidmarsh, requesting the removal of the pedestrian crossing from the Brooklands Motel end of Caldicot by-pass and reinstating near to the bus stops east of Pill Road, Caldicot by-pass.

Cllr Tidmarsh requested Town Council consider a partnership agreement with Mon CC to part-fund the proposed scheme.

Cllr Tidmarsh referred to the length of time it takes to cross the by-pass and stated it was a danger to elderly persons.

The Mayor advised Members of costs she had received from Mr D Harris, Head of Highways, Mon CC in relation to pelican crossings [£35-£40,000] and zebra crossings [£11-£12,000]. After deliberation, it was considered that a zebra crossing would not be suitable due to the speed of traffic along the by-pass.

A discussion ensued and it was stated that the existing pedestrianised crossing had originally been positioned incorrectly, despite Town Council's objections at the time.

It was resolved to part fund 50% of a new pelican crossing at Deepweir to be installed within 6 months of agreement.

Cllr R J Higginson declared an interest in this matter

(10a) Cllr A Easson

Mon CC Charges at Various Event Outlets

Town Council considered correspondence from Cllr Easson in relation to an apparent inconsistent charging policy for event outlets throughout Monmouthshire.

Cllr Easson referred to charges for trips and events throughout the county and compared these charges with entrance fees for events held at Caldicot Castle.

A discussion ensued and Members considered charges for children's events in Caldicot Castle to be costly compared to the examples of costs referred to by Cllr Easson. It was stated that if entrance costs to Caldicot Castle were reduced this would encourage more people to attend.

It was resolved to write to Colin Berg, Chief Executive, Mon CC to request a copy of Mon CC's Charging Policy for Children, together with an explanation of the apparently inconsistent entrance costs for events throughout Monmouthshire.

(10b) Cllr A Easson

Meeting with Mon CC re: Caldicot Castle

Cllr A Easson referred to the fourteen days taken by Mon CC to respond to Town Council's request for a meeting in relation to the proposed extension of opening hours of Caldicot Castle to include St David's Day - 1st March 2007.

It was resolved to relay Members' disappointment to Mon CC in this matter.

Cllrs A Easson and R J Higginson declared an interest in this matter

Cllr A Easson requested Members' support to pursue the installation of lighting at Caldicot Castle Country Park and produced, for illustration, what lighting would look like through the country park and compared this to Chippenham fields, a similar country park in Monmouth.

A discussion ensued and Members considered it a danger under health and safety to persons using the country park as a thoroughfare at night, particularly following the installation of 'alligator teeth' to the entrance of the country park.

It was resolved to insist Mon CC install lighting at Caldicot Castle notwithstanding the area being a countryside park.

Cllr J Marshall declared an interest in this matter

(11) Mon CC

Re: LHB Newsletter

Town Council considered correspondence from Mon CC One-Stop-Shop stating it is not in a position to financially assist with the proposed LHB newsletter.

The Mayor stated that Grayhill Surgery had decided it did not need to participate in the funding of the newsletter. A discussion ensued and the Clerk advised the meeting that the number of properties in Caldicot, as previously requested, was 4109 [as advised by Mon CC].

It was requested when the follow-up meeting with LHB and Grayhill Surgery would be taking place.

It was resolved to withdraw from contributing towards the proposed newsletter pending a request for a following-up meeting with LHB and Grayhill Surgery, at which this item is to be included on the agenda.

(12) Caldicot Regeneration Group

Caldicot Shopmobility Scheme Request for Funding

Town Council noted the request for funding from Caldicot Regeneration Group, superseded by correspondence read out at the meeting advising that funding had now been secured for insurance, via Mon CC, for the Shopmobility scheme in Caldicot.

Members commended the efforts of the Regeneration Group for setting up the Shopmobility scheme in Caldicot and wholeheartedly supported the scheme.

It was resolved to request Caldicot Regeneration Group provide details of costs for the rental of its telephone system for consideration by Town Council.

Cllrs D Ashwin, A Easson, J Marshall and R Stewart declared an interest in this matter

7828 Publications, Minutes, Etc [DISPLAYED]

[A] Mon CC

Annual Accounts 2005/2006

[B] NALC Direct Information Service

Issue Nos 651, 652

[C] Plus Publishing Services

Local Council's Update Issue No 86-89

[D] Local Council Review	March 2007
[E] Clerks & Councils Direct	March 2007
[F] European Union	Regional Policy/Inforegio News, Jan/Feb 07
[G] Severn Tidings	Issue 9, Winter 2006/07

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

7829 Planning [Displayed]

A) Planning Applications

DC/2007/00183: First floor and single storey extensions to rear of existing dwelling – 36 Church Road, Caldicot **TC Approved**

DC/2007/00186: New canopy/covered area to south east elevation/side entrance – The Haywain, Sandy Lane, Caldicot **TC Approved**

DC/2007/00204: Single Storey rear extension – 1 Ash Grove, Caldicot **TC Approved**

Cllr J Marshall declared an interest in Plan DC/2007/00204

DC/2007/00296: Two storey extension to provide ground floor utility room and shower/wc and first floor bedroom with en-suite – 38 Park Road, Caldicot **TC Approved**

B) Mon CC Planning Information

i) Approval of Planning Permission

DC/2007/00069: Alterations & extensions – 119 Elan Way, Caldicot **TC Approved 28.2.07**

DC/2005/01262: 1 Dormer Bungalow with Integral Garage – Rear of Garden at 15 Dewstow Road, Caldicot [*Plan M/12381: 1 New Pair Semi-Detached Houses in Rear Garden of Above Property – Rear of Garden at 15 Dewstow Road, Caldicot*] **TC Refused 25.1.06**
**Out of keeping with surrounding area*

ii) To Note Appeal Ref: E6840/A 1201069

DC/2005/00809 [M/11976] Demolition of Existing Premises Comprising Hotel & Restaurant and redevelopment of 37 sheltered housing units accommodation class C1 + A3 to C3 – 125 Newport Road, Caldicot

iii) Mon CC Planning Agenda 20.3.07 – For Information

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

7830 Finance [Circ]

a) Cheque List Schedule **Update**

Town Council approved the updated Cheque List Schedule as circulated.

b) Donations and Contributions Schedule **Update**

Town Council approved the updated Donations and Contributions Schedule as circulated.

7831 Dog Fouling Bins [b/f 13.3.07]

To Consider Siting of Additional Bins – TC 13.3.07 agreed siting of 5 bins [Map Circ]

Town Council noted the previously agreed sites [by Town Council] for five additional dog fouling bins as indicated on the circulated map.

A discussion ensued and proposals were accepted for six additional dog fouling bins at the following sites, subject to Mon CC approval:

- Woodstock Way – opposite the library
- Heol Towy park
- Caldicot Castle car park
- Orchid Close
- St Mary's playing field
- Lapwing Avenue/Blackbird Road

It was resolved to purchase eleven additional dog fouling bins to be sited at the six agreed sites above and the previously agreed five sites [TC 13.3.07] at a cost of £167.00/bin + £78.00 carriage + £30.00 Detection Fee and £7.50/bin installation.

The Clerk advised the meeting that emptying costs of the bins were being increased to £2.50/bin from 1.4.07.

It was resolved to continue emptying the bins weekly at a cost of £2.50/bin, pending a three months review following installation of the additional bins.

a) Cllr R Stewart Re: Castle Ward

Town Council noted Cllr Stewart's request for dog fouling bins in the Castle Ward, included in the above.

7832 To Approve/Sign Planting Licence

Town Council accepted the Mon CC Planting Licence for signature.

a) To Approve Costs for Planting/Maintenance

Town Council agreed to place the pre-purchased planters beneath the two new 'Welcome to Caldicot' signs due to be installed at Rogiet and Mitel entrances to Caldicot. It was requested if weekly watering was required.

It was resolved to accept the quotation from Mon CC for planting of bedding plants @ £96.00, monthly weeding @ £15.00/month and weekly watering costs @ £10/week.

Cllr R J Higginson declared an interest in this matter

7833 DLCVC [Circ]

a) Letter from Auditor to Town Council

Town Council considered and accepted correspondence from the Auditor in relation to its agreed subsidy arrangements payable to DLCVC for 05/06 - £518.18.

It was stated that the Auditor's letter to DLCVC had not been received by the committee in sufficient time to consider at its recent meeting.

Reference was made to the hire fees for DLC, subsequently being reduced by DLCVC from £4/hour to £2/hour. It was also stated that Town Council had previously expressed concerns at these inappropriate hire fees.

The Clerk outlined the current situation in relation to utilities, administration, insurance and security to Town Council building and clarified the DLCVC accounts, advising of Town Council's previous decision to allow DLCVC to retain its hire fees. Cllr P Tidmarsh, Chairman of DLCVC stated hire fees should remain with Town Council.

It was stated that DLCVC were no longer providing meals and effectively at present the DLCVC were hiring out Town Council building and retaining the hire fees. It was therefore requested why the DLCVC did not disband and Town Council manage the hiring out of the building. The Clerk stated that DCLVC consisted of a majority of Town Council members [to represent Town Council] and if Town Council did not nominate representatives to the DLCVC this committee would not exist.

It was questioned if Town Council insurance covered the building being hired out by a separate body.

It was questioned why DLCVC wanted to change the name of the building and what implications this would have on the committee and on any subsidy from Town Council. It was stated that the building belonged to Town Council.

The Clerk clarified the ownership of the building and the complex situation in relation to the lease-back of the kitchen area to Mon CC for a peppercorn rent. The Clerk was also requested to quantify utility costs etc in relation to the hiring out of the building, to which the Clerk responded that it would be difficult to isolate the costs which could not be split 50/50 as had been suggested. Reference was made to the heating system, for example, being changed to isolate the meeting room when not in use.

Town Council requested its representatives on DLCVC advise the committee of its intention to run the DLC under the auspices of Town Council

It was resolved:

- a) **to Accept the Auditor's correspondence**
- b) **Town Council representatives advise DLCVC of Town Council's resolution to take over the DLC**
- c) **That the Clerk request Town Council Insurer's clarify the issue of hiring the building**
- d) **Carry forward the issue of the DLC to Town Council meeting 25.4.07**

Cllr R J Higginson declared an interest in this matter and took no part in the discussion.

b) Letter from Auditor to DLCVC

Town Council noted correspondence to DLCVC for information

c) DLCVC Accounts 05/06

Town Council accepted DLCVC Audited Accounts 05/06.

d) Minutes DLCVC 20.3.07 – To Note Change of Name of Town Council Building

Reference was made to the proposed change of name of the building and it was stated that the Minutes had not been ratified by DLCVC.

Town Council noted the above minutes for information.

Cllr R J Higginson declared an interest in (b), (c) and (d) above.

7834 CCTV [b/f 28.2.07]

a) Minutes of CCTV User Group Meeting [Circ]

Cllr D Evans updated Members in relation to CCTV and advised the meeting that Monmouth Town Council had withdrawn from the CCTV system.

Cllr Evans reported of apparent continuing issues with the Caerphilly monitoring station and the investigation of two proposed monitoring systems, in the north and south of the county.

A proposed extension arm to the camera near the Methodist Church and a request from the Police to site a camera at Mitel roundabout was referred to. It was stated that the Police were not contributing to the current CCTV system.

A discussion ensued regarding a proposal for monitoring of CCTV in Chepstow Police Station as Caldicot could not accommodate the system and to volunteers monitoring the screens.

Members were unhappy with the current level of service that CCTV in Caldicot and the unsatisfactory service provided by Caerphilly monitoring system.

It was resolved to withdraw from the current CCTV monitoring system as of 1.4.07 and not enter into future negotiations until such time as an alternative monitoring system is researched and proposed to Town Council.

It was requested if the CCTV cameras in the town would be switched off as a result of Town Council's decision to withdraw from the system, to which a Member replied "yes".

b) Mon CC Correspondence Re: Statistic Information

Town Council noted the above correspondence from Mon CC.

c) Invoice Received Re: Payment 06/07 [TC 28.2.07 – withhold payment]

The Clerk advised that the CCTV contract had been deemed to continue until a new contract came into force. A Member disputed that this was the case.

Town Council resolved not to pay for CCTV 06/07 as a result of no formal Service Level Agreement being in place and its dissatisfaction with the current monitoring system.

7835 To Note No Quorum for Tendering Sub Committee 20.3.07

Town Council noted no quorum for the above meeting.

- a) **To Consider Town Council Insurance [expires 1.6.07]**
- b) **Entrance Doors to DLC/Hatch – TC Office**

It was resolved to convene a further meeting of Tending Sub Committee at 2.30pm on 5.4.07 at DLC to consider (a) and (b) above.

Standing Order were called for 20 minutes

7836 Reports

a) Town Council Representatives on Outside Bodies

- i) Cllr D Evans advised Members that MonCC had agreed to fund insurance for the Shopmobility scheme in Caldicot.
- ii) Cllr J Marshall reported on the recent Mon CC Cemeteries Working Group, including the following items:
 - Health & Safety of benches
 - Headstone Testing
 - Contacting of grave owners in relation to unsafe headstones

Town Council noted it was due to re-test headstones in Caldicot Cemetery in October 2008.

- iii) Cllr A Easson advised Members of the date of the next Caldicot Regeneration Group [18.4.07] to which selected architects had been invited to attend.

It was clarified that members of the public were permitted to attend meetings of outside bodies as observers only.

Cllr R J Higginson declared an interest in Caldicot Cemetery

b) Governors

There were no Governors' reports

c) Other

7837 Rights of Way [b/f TC 28.2.07]

- a) **Mon CC advised Consultation Document available following 30.3.07.**

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

7838 KGVPF [Circ]

- a) **Correspondence Caldicot AFC [NB TC decision to permit AFC responsibility for fields] [Circ]**

Members considered correspondence from Caldicot AFC stating Town Council should invest in the football pitches to the same level as it does for the bowls green and treat Caldicot AFC and Caldicot Bowls club as equals; together with a quotation for end of season ground improvements.

Members referred to the “unfortunate tone” of the correspondence.

It was stated that Caldicot Bowls Club had spent a lot of money over the years maintaining the bowls club, including providing the extension of the changing rooms and recently new gates. It was also stated that the condition of the KGVPF fields required end of season improvements as a result of the number of times Caldicot AFC use the fields for training and matches.

Town Council did not see the relevance to referral to Caldicot Bowls Club in connection with its request for donation.

A discussion ensued and Members referred to the ‘Agreement for Caldicot AFC use of KGVPF’ [TC 10.8.04] and to Town Council groundsman spending 50% of his time [and machinery] on the fields at Town Council expense.

It was questioned how much Caldicot AFC paid to individual players from outside Caldicot and stated that Caldicot AFC charge spectators on Saturdays.

It was resolved to request a full set of accounts from Caldicot AFC for consideration in this matter.

b) Bowls Club Gate/Fence

Town Council approved the installation of new gate at the bowls club as per the specification submitted to the meeting and at no cost to the council.

The meeting was advised of necessary reparation/renewal of the existing fence at the bowls club adjacent to the new fence, for which a quotation had been received.

It was resolved to defer the issue of the fence to Tendering Committee meeting 6.4.07.

Normal proceedings were resumed

7839 Committee – To consider exclusion of 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

a) Tymperley’s Nursery

It was resolved to allow an extension of lease for one year at a 10% rental increase from August 2007 and to consider re-marketing the lease for 2008.

b) Caldicot Cemetery

i) It was resolved not to permit burial of animal remains at Caldicot Cemetery.

ii) Town Council were advised of planting of flowers around headstones at Caldicot Cemetery, which Members considered unacceptable due to the Cemetery being a lawn cemetery.

It was resolved to arrange a meeting with the Mayor, Clerk and grave owners concerned.

c) Quotation for Works Following Legionella Survey

It was resolved not to accept the quotation for works following legionella survey

The meeting closed at 9.20pm

.....
Mayor/Deputy Mayor