

## CALDICOT TOWN COUNCIL

### Minutes of Caldicot Town Council held at 6.30pm on Wednesday 28<sup>th</sup> May 2008 at Caldicot Day Luncheon Centre

**Present:**

Cllrs: D Evans, Mayor	J Haskey
P Watts, Deputy Mayor	R J Higginson
C Ashwin [left at 8.30 pm]	V Lloyd
D Ashwin [left at 8.30 pm]	J Marshall
J Bond	A Perrett
J S Daniels	K Thomas
A Easson	S Webb
K Harris	

In attendance: G McIntyre, Clerk    Members of Public

**8048 Apologies:** Cllrs R J Higginson, M Stevens, R Stewart  
Inspector J Smith, A Sandiford

**8049 Open Forum for Public Participation [30 Minutes]**

The following issues were discussed in the Open Forum for Public Participation:

- Bus stop Longfellow Road – issue with MCC
- 37% decrease in Council Tax – Mayor agreed to respond within one month
- Carnival – postponement due to inclement weather - date to be decided for stall holders on Castle grounds

**8050 Declarations of Interest – to be identified under the relevant item**

Declarations of Interest to be made under relevant item.

**8051 To Approve the Minutes of Full Town Council Meeting 30.4.08 [Circ]**

**a) Mayor to Sign the Minutes**

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

**8052 To Approve the Minutes of Annual Meeting 13.5.08 [Circ]**

**a) Mayor to Sign the Minutes**

The Minutes were approved as a true record subject to p2 Item 6 *delete* “S Watts” *insert* “S Webb”.

- a) The Mayor signed the Minutes

**8053 To Approve the Minutes of Planning Committee 13.5.08 [Circ]**

**a) Mayor to Sign the Minutes**

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

**8054 Correspondence [Circ unless marked\*]**

**(1) Magor VAP School**

**Request for Sponsorship**

Town Council considered a request for sponsorship for trophies for sporting events from Magor VAP School.

Cllr J Daniels, Past Mayor, stated that she had donated a cup for the swimming gala during her year of office 2006/07.

**It was resolved to seek clarification with regard to trophies and costs.**

**Cllr J Daniels declared an interest in this matter.**

**8054** (1a) Caldicot & District Homing Society      Request for Donation

Town Council considered a request for £600 funding from Caldicot & District Homing Society.

*Proceedings were suspended to allow a representative of the group to enlarge on the request.*

**It was resolved (a) to donate £600 to Caldicot & District Homing Society for the purchase of equipment for the group to encourage young persons to participate**  
**(b) to advise The Zone of the group's interest in involving young persons' participation in the group's activities**

(1b) Caldicot & District Chamber of Commerce & Trade      Request for Financial Support/Finalised Accounts Year End 2007

Town Council considered a request for financial support for festival and fireworks 2008 from Caldicot & District Chamber of Commerce and Trade and finalised accounts year end 2007.

A discussion ensued and the following issues were considered:

- changed logo
- audit qualifications
- audit/verification of accounts
- profit-making/civic-minded organisation

*Proceedings were suspended to allow a representative of the group to clarify the qualification of the verifier of the accounts.*

It was proposed that the accounts be accepted. An amendment was proposed that the accounts be referred to Personnel Committee for consideration and recommendation to Town Council.

A vote ensued:

6 For: Cllrs C Ashwin, D Ashwin, J Daniels, J Haskey, K Harris, K Thomas

3 Against: Cllrs D Evans, A Easson, J Marshall. The amendment was carried.

**It was resolved that the Caldicot & District Chamber of Commerce & Trade accounts be referred to Personnel Committee for consideration and recommendation to Town Council**

**It was also resolved that Town Council set aside £2000 donation to the festival 2008, following acceptance of the accounts, together with consideration of policing costs for the event.**

**8054 (1c) The Royal British Legion**

**Request for Donation**

Town Council considered a request for £150 donation for the hire of a mini-bus to Veteran's Day at Cardiff Castle on 14<sup>th</sup> June 2008.

**It was resolved to donate £150 to Royal British Legion for transport to Veteran's Day.**

**Cllr J Daniels declared an interest in this matter and left the room during discussion.**

\* (2) Mencap Cymru

**Appreciation for £50 Donation**

Town Council noted appreciation for £50 donation from Mencap Cymru.

\* (2a) Sudbrook Cricket Club Mini Football

**Appreciation for £100 Donation**

Town Council noted appreciation for £100 donation from Sudbrook Cricket Club Mini Football.

\* (2b) Gwent Health Care NHS Trust

**Appreciation for £500 Donation**

Lower Mon Community Mental Health Team

Town Council noted appreciation for £500 donation from Gwent Health Care NHS Trust Lower Mon Community Mental Health Team.

\* (2c) Caldicot & District CAB

**Appreciation for £9,500 Contribution**

Town Council noted appreciation for £9,500 contribution to Caldicot & District CAB for financial year 2008/09.

\* (2d) PFTA Green Lane Jnr School

**Appreciation for £50 Donation**

Town Council noted appreciation for £50 donation from PFTA Green Lane Jnr School.

\* (3) Allotment Plot Holder

**Request for Shed Plot 35 S/L Allotments**

**Town Council resolved to accept a request for siting of a shed at plot 35 Sandy Lane allotments.**

\* (3a) Allotment Plot Holder

**Request for Shed Plot 3 O/W Allotments**

**Town Council resolved to accept a request for siting of a shed at plot 3 Oakley Way allotments.**

(4) Mon CC

**Town Council Planters**

*Item 11(5) was considered in conjunction with this item [see Min.8058(5)].*

Town Council considered the unsuitability of planters at the Rogiet end of Caldicot.

**It was resolved that the planters beneath the "Welcome to Caldicot" sign at Rogiet end of Caldicot be removed to Deepweir and that Personnel Committee consider an alternative, more suitable, planter at this location.**

**8054** (5) Mon CC Resurfacing Works in Caldicot  
*Item 11(7) was considered in conjunction with this item [see Min. 8058(7)].*

Town Council noted proposed resurfacing works in the West End area of Caldicot. A discussion ensued and the following items were considered:

- traffic safety survey not undertaken by Mon CC
- dangerous area for pedestrians, parking, traffic
- prioritisation of works under Road Safety Strategy

**It was resolved: (a) to write to Mon CC to update on prioritisation of works under the Road Safety Strategy**  
**(b) to request Mr Roger Hoggins, Mon CC, meet with West End ward councillors**

(6) Local Health Board WAG Consultation Paper: Proposals to Change the Structure of the NHS in Wales – Local Consultation Events

Cllr D Evans, Mayor, advised that the Caldicot Medical Group Patient Participation Group would be discussing this matter at its next meeting 10.6.08 [see Publications [H]].

**It was resolved that Cllr J Bond attend the Local Consultation Event to be held at Newport on Friday, 13<sup>th</sup> June 2008.**

**Cllr J Daniels declared an interest in this item.**

(7) One Voice Wales [OVW] Notice of OVW 2008 Conference and AGM – 11.10.08, Pontrhydfendiagaidd, Ceredigion [Mayor/Deputy] **Motions by 19.6.08**

**It was resolved that the Mayor and Deputy, and Clerk if available, attend the One Voice Wales Conference and AGM at Ceredigion on Saturday, 11<sup>th</sup> October 2008.**

(7a) One Voice Wales Re: Monmouth/Newport Committee – Questionnaire – MCC

Members were requested to complete the revised One Voice Wales questionnaire highlighting their satisfaction with services received from Mon CC, in order to establish better working links, and to return to the Clerk by Planning Committee 10.6.08.

(8) Mon CC Mon Local Development Plan [LDP] - Issues and Visioning Workshop for External Stakeholders – **6.6.08, County Hall**

**It was resolved that the Mayor and Deputy Mayor attend the Mon LDP Caldicot/Chepstow workshop – date to be advised.**

8054 (9) Gwent Police

Invitation to Awareness Raising Event –  
25.6.08, Greenmeadow Golf Club

**It was resolved that Cllr R J Higginson attend the Gwent Police Awareness Raising Event at Greenmeadow Golf Club on 25.6.08.**

(10) Mon CC

Re: Litter on Footpaths 43 & 45 Off Sandy Lane, Caldicot

Town Council considered correspondence from Mon CC regarding litter on footpaths 43 & 45.

**It was resolved to request Mon CC clean the footpaths on a regular basis.**

**8055 Publications, Minutes, Etc [Displayed]**

[A] NALC	Direct Information Service issues 682, 683
[B] Clerks & Councils Direct	May 08, Issue 57
[C] Plus Publishing Services	Local Council's Update Issue No 103
[D] NALC	Local Council Review, May 2008
[E] Fields in Trust	Annual Review 2007
[F] Allotment and Leisure Gardener	Issue 2/2008
[G] Monmouth CHC Area Cttee	Agenda/Mins 6.5.08
[H] Gray Hill Surgery	Patients' Participation Group Ag/Mins 13.5.08

**To Note Group Open to Registered Patients Representation [b/f TC 13.5.08] [Circ]**

Town Council noted publications [A] to [H] above, available in Town Council office.

**8056 Finance [Circ]**

a) **To Approve Cheque List Schedule - Update**

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

b) **To Approve Donations and Contributions Schedule - Update**

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

c) **To Approve Final Accounts 2007/08/Annual Return Yr End 31.3.08 Sections 1 & 2 [Subject to Audit] – To Note Internal Audit Date 9/10 June 2008**

**It was resolved to approve the Final Accounts 2007/08/Annual Return Yr End 31.3.08 Sections 1 & 2 [subject to Audit].**

d) **To Approve Renewal of Town Council Insurance 1.6.08 – 31.5.09**

**It was resolved to approve the renewal of Town Council Insurance 1.6.08 – 31.5.09 - £5597.27.**

**8057 Planning [Displayed]**

**Cllrs D Evans and J Marshall declared an interest in planning matters as members of Mon CC planning committee.**

**A) Planning Applications Received**

**DC/2007/01610:** Incorporate land into existing depot/industrial unit; erect fencing to 2m height and relocate gates – land adjacent to Unit 2-3 Pill Farm Industrial Estate, Portskewett  
**TC Approved**

**DC/2008/00444:** Retention of covered external trading area on existing terrace and timber shelter/pergola – Castle Inn, Church Road, Caldicot  
**TC Approved**

**DC/2008/00445 [Amended]:** Removal of demountables, space to be used for new additional parking and altered pedestrian access – Sandy Lane Infants School  
**TC Approved**

**Cllr A Easson declared an interest in Plan DC/2008/00445**

**DC/2008/00560:** Proposed car park extension and pedestrian access St Marys School, Caldicot  
**TC Approved\***

**\* subject to pedestrianised access not being used for vehicular access**

**Cllrs D Ashwin, J Bond and P Watts declared an interest in Plan DC/2008/00560**

**B) Mon CC Planning Information**

**i) Refusal of Planning Permission**

**DC/2008/00054:** Outline Planning Permission – Building plot in garden – 63 Sandy Lane, Caldicot  
**TC App 12.2.08**

**ii) Mon CC Planning Agendas 29.4.08/20.5.08 – For Information**

Town Council noted Mon CC Planning information,

**8058 Items of Business Submitted by Members [Circ]**

(1) Cllr C Ashwin Bus Shelter – Junction Blackbird Rd & Bypass  
*Item (2) was considered with this item.*

**It was resolved that Personnel Committee formulate a plan to cover consideration of bus shelters in Caldicot as a whole, rather than on an ad hoc basis.**

(2) Cllr A Easson Bus Shelter – Opposite Cherry Trees  
*See Item (1)*

(3) Cllr J Daniels Bus Stop/Bus Shelter Longfellow Road

Town Council noted correspondence from Cllr J Daniels for information.

*Proceedings were suspended for Town Council to consider Item (4) as Trustees of King George V Playing Fields*

**8058** (4) Cllr A Easson

Caldicot AFC – Charging

Town Council were advised of complaints of Caldicot AFC charging for entrance to football matches rather than donations being given for programmes and the gates being closed during use of the fields.

A discussion ensued and the following issues were considered:

- Income generated by the fields
- Policy for charging/programmes
- Town Council responsibility as trustees
- Health & Safety issues regarding closing of gates during use of the fields

It was proposed that Caldicot AFC be requested, in writing, to advise of their policy with regard to charging for entry to football matches/programmes. An amendment was proposed to request the information by telephone. A vote ensued 5 For the amendment: 8 Against. The proposal was carried.

**It was resolved to request Caldicot AFC, in writing, advise of their policy with regard to charging for entrance to football matches/programmes.**

**It was also resolved to advise Caldicot AFC, in writing, that the gates must not be closed during use of the fields.**

*Normal proceedings resumed*

(5) Cllr A Easson  
*See Minute 8054(4)*

Town Council Planters

*Cllr P Watts, Deputy Mayor, took the chair during consideration of the following item:*

(6) Cllr D Ashwin

Re: Ombudsman Reports

Cllr D Ashwin referred to his exoneration by the Ombudsman and requested Cllr J Marshall withdraw his complaint and apologise for his “very serious allegations”.

Cllr J Marshall gave no response.  
Cllr A Easson made no comment.

Cllr Ashwin stated that the matter was “not closed” and would be taken out of the Council Chamber

Cllr J Haskey referred to her exoneration by the Ombudsman and stated that to her “disgust” she had been accused of using her position to take advantage of members of the public by stating untruths.

**It was resolved to move business.**

**8058** (7) Cllr K Thomas  
*See Minute 8054(5)*

West End Ward Road Maintenance & Safety Programme

- (8) Cllr A Perrett
- a) U3A – Leaflet Launch/Funding Footpaths
  - b) Footpath Audit/DDA Compliance
  - c) Second Supermarket
  - d) Public spaces – trees and planting funding

Cllr A Perrett outlined his requests to Town Council.

- a) It was stated that funding had been sought via the Heritage Trail
- b) This item was referred to Personnel Committee – Cllr Perrett to provide format
- c) **It was resolved to request Asset Management, Mon CC, address Town Council with regard to an update on the proposed second supermarket in Caldicot.**
- d) This item was referred to Personnel Committee – Cllr Perrett to provide format

- (9) Cllr J Bond
- a) Working Party re: Survey/Newsletter
  - b) Community Policing in Caldicot

Cllr J Bond outlined her requests to Town Council.

- a) This item was referred to Personnel Committee.
- b) Members were advised to address any policing issues to the Community Safety Action Team via Inspector J Smith or Town Council representative Cllr K Thomas.

**It was resolved that Inspector J Smith be requested to address Town Council with regard to the remit of different levels of police officers and police problem profiling.**

**8059 Town Council Committees [b/f Annual Meeting 13.5.08]**  
**a) To Agree Terms of Reference [Draft Circ] – NB: Internal Audit 9/10.6.08**

It was noted that Caldicot against Drugs Committee had not met in the last four years - to remain on the list without terms of reference at this stage.

**It was resolved to agree the draft terms of reference of Town Council committees.**

**8060 Caldicot Cemetery – Health & Safety Inspections – Autumn 2008**  
**a) To Consider Draft Notice**

**It was resolved to place Notice of Health & Safety Inspections, as circulated, at the cemetery.**

**8061 To Arrange Meeting of Personnel Committee**  
**a) Cemetery Headstone Testing – October 2008 [b/f TC 26.3.08]**  
**b) Sandy Lane Allotments car park [b/f TC 30.4.08]**  
**c) Christmas Lighting – Hire of Christmas Lights/Erection/Dismantle**

**It was resolved that the Mayor arrange a meeting of Personnel Committee.**



**8062 CCTV - Correspondence MCC CCTV Development Officer**

- a) Estimated Costing for Wireless Camera Works**
- b) To Arrange Meeting with CCTV Development Officer**

An outline of proposed improvements to the present CCTV system was given. Town Council considered estimated costing for wireless camera works at £20,000. It was stated that monies had been set aside in estimates, and reference made to reserves, for works to CCTV.

**It was resolved to arrange a special meeting of Town Council with CCTV Development Officer, Mon CC to update members on proposed improvements and costings.**

**8063 To Consider Town Council Tree Survey [Circ] [see Committee]**

- a) MCC Re: Tree Preservation Orders**

*This item was referred to Committee [see Min. 8067]*

**8064 Town Twinning**

Cllr D Evans, Mayor, advised members that Morieres-les-Avignon had been attempting to contact him following his election as Mayor.

**It was resolved to write to Morieres-les-Avignon and Waghausel to request their interest in continuing with town twinning.**

**8065 To Note Date/Time for Civic Service – 31<sup>st</sup> August 2008 at 12 noon**

Town Council noted date and time for the Civic Service – Sunday, 31<sup>st</sup> August 2008 at 12 noon at St Mary's Church. Cllr D Evans, Mayor, advised of his charities for his year of office – St David's Hospice and St John's Ambulance.

**8066 Reports**

- a) Town Council Representatives on Outside Bodies**

There were no reports.

- b) Governors**

Brief reports were given on St Mary's, Sandy Lane and West End Schools.

- c) Other**

There were no other reports.

**8067 Committee – It was resolved to exclude 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) To Consider Works to Town Council Trees [see Min. 8063]**

The Clerk advised of damage to two trees in the cemetery following the recent high winds. It was agreed that Health and Safety Committee meet as soon as possible.

**It was resolved that Personnel Committee consider works to Town Council trees.**

**b) To Consider Request Re: Groundsman [Personnel Committee]**

This item was referred to Personnel Committee.

The meeting closed at 8.50 pm

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Mayor/Deputy