

CALDICOT TOWN COUNCIL

Minutes of Caldicot Town Council held at 6.30pm on Wednesday, 28th May 2014 at Caldicot Town Council

Present: Cllrs: A Davies, Mayor
D Ashwin
A Easson
J Haskey
R J Higginson
P Maycock-Jones
F Rowberry
M Stevens
P Stevens
R Stewart

[In attendance: G McIntyre Clerk, A Sandiford, Members of Public & Press]

9197 Apologies

Apologies were received from Cllrs W Conniff, D Evans, F J Harvey A Lloyd, G Owen, P Watts, S Webb

9198 Declarations of Interest – To be identified under the relevant item/Forms to be completed

Cllrs R J Higginson declared an interest in planning matters.

Further declarations of interest to be identified under the relevant item

9199 Suspended Proceedings

Caldicot Police were not in attendance at the meeting

9200 Open Forum for Public Participation [max 15 mins at Mayor's Discretion]

The following items were raised during the Public Open Forum:

- Architectural involvement in relation to the Asda development

9201 To Approve the Minutes of Full Town Council Meeting 30th April 2014 [Circ]

The Minutes were approved as a true record subject to the following amendment:

- page 10 – Appendix A para 3 *insert* “Paul Weeks”

It was agreed to record a Member's comment that they found some of the tone in the Mayor's speech to be quite objectionable, as it will be entered into the archives of Town Council for historical reference.

a) Mayor to Sign the Minutes

The Mayor signed the Minutes

9202 To Approve the Minutes of Planning & Resources Committee 13th May 2014 [Circ]

The Minutes were approved as a true record.

a) Mayor to Sign the Minutes

The Mayor signed the Minutes

9204*(8) Dwr Cymru Welsh Water

To Note essential meter replacement scheme – Mill Lane, Caldicot – 22.5.14 for 10 days

Town Council noted the above essential meter replacement scheme at Mill Lane.

(9) Mon CC

To Note response re: Jubilee Car Park Crossing

Town Council noted the response from Mon CC re: Jubilee Car Park Crossing advising it has been in communication with the landlords and painting of the crossing will be undertaken by Mon CC on their behalf.

(10) Resident

Excavation Work, Caldicot School

Town Council considered correspondence from a resident in relation to excavation work at Caldicot School as discussed in the Public Open Forum.

It was resolved to write to Mon CC & Gwent/Glamorgan Archaeological Trust to request an update in this matter.

(11) Welsh Government

Consultation re: Access to Information on Community and Town Councils Responses by 4.8.14

Town Council considered the Access to Information on Community and Town Councils consultation.

It was resolved:

- i) that the Clerk complete the survey on behalf of Town Council**
- ii) that political affiliations are added to Members' contact details in Town Council noticeboard and on its website**

9205 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 April 2014

[B] Clerks & Councils Direct

Issue 93, May 2014

[C] STRI

Bulletin, April 2014 Issue 265

[D] Welsh Government

Governance in Small Public Bodies Report – Caldicot and Wentlooge Internal Drainage Board

[E] Mon CC

CCTV User Group Agenda 3.6.14

Town Council notice Publications [A] to [E] above, available in Town Council office.

9206 Planning [Displayed]

A) Planning Applications Received

DC/2014/00538: Single storey extension to front of property to make new kitchen, downstairs WC and lobby area by front door. Removal of door on side of property and placed on rear of property giving utility room – 30 Cae Mawr Grove, Caldicot **TC Approved**

B) Mon CC Planning Information

i) Planning Permissions

DC/2014/00311: Construction of drive from existing crossover and drive to 252 Newport Road to provide vehicular access and turning area to the front of 254 Newport Road – 252/254 Newport Road, Caldicot **TC App 13.5.14**

- ii) **DC/2012/00307: Outline Planning – Sudbrook Paper Mill – Appeal Dismissed**
Town and Country Planning Act 1990 (As Amended): Section 78
Appeal by Harrow Estates Plc
Residential development to provide up to 340 dwellings and associated infrastructure at
Sudbrook Paper Mill, Sudbrook Road, Caldicot NP26 5XT

Town Council noted Planning Information (i) and (ii) above from Mon CC.

9207 Finance [Circ]

- a) **To Approve Updated Cheque List Schedule April/May 2014**

Town Council resolved to approved the Updated Cheque List Schedule as circulated

- b) **To Approve Payment WPS Insurance 1.6.14 - £4102.17 [3 Year Contract Agreed 2013]**

Town Council resolved to approve payment of £4,102.17 to WPS Insurance for 2014/2015.

9208 Members Items of Business [Circ]

- a) **Cllr D Ashwin** **Re: Office of Mayor**

Cllr Ashwin outlined his item of business requesting Town Council consider offering the position of Mayor to the most senior sitting councillor, who has not previously held the post, to enable them to have a greater understanding of the daily running of the Council.

A discussion ensued followed by a vote - 5 For: 4 Against: 1 Abstention

It was resolved that at the next Annual Meeting of Town Council the office of Mayor is offered to the most senior sitting Councillor who has not previously held the post.

- b) **Cllr A Davies** i) **Re: Royal Mail Failure to Deliver Posted Council Documents**

Cllr Davies outlined his item of business expressing concerns of Royal Mail's failure to deliver posted council documents.

A discussion ensued and Members also expressed concerns in relation to the service from Royal Mail since privatisation.

It was resolved to request the Manager from the local Royal Mail Depot address Town Council in this matter.

- ii) **Re: Delivery and collection vehicles using the front entrances of town centre premises**

Cllr Davies outlined his item of business re: delivery and collection vehicles using the front entrances of the town centre premises, rather than rear entrances, representing a significant health and safety risk to pedestrians.

A discussion ensued and Members expressed their concerns and also referred to bicycles in the pedestrianised area. It was requested that CCTV cameras identify registration plates of vehicles in this area and for Members to also report offenders to Caldicot Police.

A Member advised that a “de-pedestrianisation topic” had been placed on the next Programme Board Agenda for discussion and Town Council representative on Community Safety Action Team [CSAT] stated they would raise the issue of vehicles using the pedestrianised area at its next meeting.

Another Member stated they had put in a letter on this matter for consideration at the next meeting and offered examples of issues with vehicles in the pedestrianised area.

It was resolved to express Town Council’s concerns about vehicles and bicycles in the pedestrianised area to Caldicot Police and Mon CC and request that a risk assessment of the area is undertaken for health and safety purposes before a serious accident occurs in this location.

c) Cllr A Easson Caldicot Castle

Cllr Easson outlined his item of business requesting Town Council’s support of the efforts between the localism group and Mon CC in relation to the future of Caldicot Castle.

Cllr Easson stated he had not been supported by fellow Members in his fight for Caldicot Castle.

A discussion ensued and it was stated that Town Council localism group was in discussion with Mon CC regarding the feasibility of taking over the castle; although the Mayor advised that the general consensus was that Town Council was not in a position to take over the castle due to financial implications. It was further stated that Mon CC was looking into a local management committee. Reference was made to the castle being closed to local residents for works to be undertaken, which had not occurred in the past.

It was resolved to request what the local County Councillors have done to fight for Caldicot Castle

9209 To Consider Criteria for Judging Best Kept Front Garden Competition [b/f TC 30.4.14]

A discussion ensued regarding judging criteria for Best Kept Front Garden Competition and it was stated that the best time for judging would be during early July. Reference was made to the difference in garden sizes throughout the town and it was stated that Members were capable of forming their own opinions of a nice garden. The Mayor stated that other categories would continue to be judged by the Mayor and Deputy.

It was resolved that Members’ opinions of a nice garden would form the criteria for judging.

9210 To Confirm numbers for One Voice Wales Devolution of Services Training Session – 6pm on Tuesday 12.6.14 at Town Council Building

It was resolved that Members advise the Clerk if they will be attending the above Training Session 12.6.14 at Town Council Building in order to offer out vacant places to local community councils.

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

9211 King George V Playing Fields

a) To Note Specification Received for Conversion and Alterations at Compound

Town Council noted receipt of the specification for conversion and alterations to the compound.

b) To Note Tendering Process – Standing Order 18

Town Council noted SO 18 tendering process to be followed, including a notice in the local press.

A discussion ensued and it was stated that although Town Council would have an input in the tendering process it had employed the services of Maison Design to oversee the project.

c) To Consider progress

Town Council considered progress in this matter.

It was resolved to emphasise the project as a “Community Project” and place a notice in the local press and Town Council noticeboards inviting expressions of interest from local builders wishing to participate in the tendering process.

Normal proceedings resumed

9212 Localism Working Party

i) To Note Visit to Mon CC Headquarters, Usk 22.5.14 - Any Report

Town Council noted the above visit to Mon CC Headquarters in Usk 22.5.14.

The Mayor reported on the meeting stating it was considered that Town Council was not in a position to take on the Castle and that Mon CC was proposing to set up another local management committee to work closely with it, to take this matter forward. It was requested that Ms Kellie Beirne, Mon CC forward a copy of her presentation.

A discussion ensued in relation to the current management of the castle and it was stated that Mon CC was looking at all options re: the future running of the castle.

A Member requested an update in relation to Caldicot Town Team. It was stated that a Public Meeting was being held at Bethany Baptist Church on 6.6.14.

ii) To Note Correspondence received from Mon CC re: Jubilee Way Public Toilets Survey

The Mayor referred to a survey of Jubilee Way Public Toilets undertaken by Mon CC where it appeared that repairs totalling £40,000 were required to be undertaken, before Town Council would consider taking over the facility, together with payment of £6,750 in the first year towards running costs.

It was resolved to await further developments from Mon CC as a result of the survey of the public toilets.

9213 To Note Invitation to the Service of Holy Eucharist at 7pm Monday 30th June 2014 when Rev Canon Lyndon Harrison celebrates his 20th Anniversary to the Priesthood and which will also mark Fr Lyndon’s Retirement – RSVP 01291 422759

Town Council noted the above invitation and RSVP details from Fr Lyndon Harrison. Cllr Maycock-Jones offered prior apologies.

9214 Reports

a) To Note Reports from Town Council Representatives on Outside Bodies

There were no reports.

9214 b) To Note Governors reports

There were no reports.

c) Other

There were no reports.

9215 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:

a) To Consider Correspondence from Mon CC’s CCTV Officer

Town Council considered correspondence from Mon CC CCTV Officer in relation to a newly installed satellite dish in the town centre and further correspondence received from the landlord updating Members in this matter.

It was resolved to request the Landlord keep Town Council updated in this matter and forward a copy to Mon CC CCTV Officer.

The meeting closed at 7.40pm

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Mayor/Deputy Mayor