

CALDICOT TOWN COUNCIL

Sandy Lane
Caldicot

MINUTES OF MEETING OF FULL TOWN COUNCIL HELD AT 6.30PM ON WEDNESDAY 28TH JULY 2004 AT CALDICOT DAY LUNCHEON CENTRE.

PRESENT:

Cllrs R Stewart, Mayor	R J Higginson
P Tidmarsh, Deputy Mayor	G Jenkins
D Ashwin	D Jones
C Babb	R King
E Davies	J Roberts
J Harris [6.35pm]	S Williams
J Haskey	

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

7290 Apologies

Apologies were received from Cllrs K Thomas, W Edwards

7291 To Suspend Proceedings [Correspondence Circ]

Mr G Ballisat – Area General Manager, Severnside/Mr M Jones – Area Services Officer

Mr Ballisat introduced Mr Jones and himself to Members.

Mr Jones outlined the role of the One-Stop-Shop and requested Members refer all Mon CC enquiries to the One-Stop-Shop, where they can be dealt with expediently. Mr Jones cordially invited Members to visit the One-Stop-Shop for a “guided tour”.

Cllr D Ashwin commended the services of the One-Stop-Shop.

7292 Open Forum for Public Participation

Cllr R Stewart, Mayor requested members of the public do not speak during the meeting, outside the open forum

Mr G Powell referred to Caldicot AFC playing three football matches on King George V Playing Fields [KGVPF] when Town Council had taken the decision that no matches were to be played following re-instatement works and requested how the message was relayed to Caldicot AFC and why Caldicot AFC had not acted in accordance with the decision. Mr Powell also referred to payment for additional turf. Mr Powell was advised by Cllr J Roberts regarding contract law.

Mr H Jones referred to inadequate toilet facilities and lighting for the recent event held at Caldicot Castle. Mr Jones was advised by Mr Giles Ballisat, Mon CC that temporary toilet facilities had since been installed at the Castle.

Mr C Roberts, Caldicot RFC referred to continual unsuccessful grant applications to improve Caldicot RFC and referred to a particular refusal in connection with ‘public access’ to the Club. Mr Roberts stated Caldicot RFC is a public club and “it does more for the public than it could possibly do”. Mr Roberts was referred to the Severnside Area Committee for funding.

Cllr J Harris referred to Caldicot RFC being “devoid of a reasonable and safe road” and requested Town Council look favourably towards sporting organisations in Caldicot whose outgoings have increased over the years but whose revenue base has remained the same. **Cllr R J Higginson declared an interest in this matter**

Mr R Jones, Caldicot AFC referred to re-instatement works to KGVPF and to a letter sent to Town Council 27.7.04 referring to a telephone conversation with the Clerk. The Clerk stated she objected to this matter being discussed in the public open forum.

Mr G Powell requested answers to his previous questions and was advised the matter would be discussed during the meeting. Mr Powell stated he would not then have an opportunity to speak on the matter.

7293 Declarations of Interest

Cllr R Stewart declared an interest in Planning matters.

Cllr G Jenkins declared an interest in Min 7296(12)

Cllr E Davies declared an interest in Min 7306

Further declarations to be made as they arise

7294 To Approve the Minutes of Full Town Council Meeting 30th June 2004 [Circ]

The Minutes were approved subject to **Min 7280(18)** “*Cllr P Tidmarsh declared an interest in this matter*” refers to ‘**Open Government: Agendas/Minutes of all Town Council Meetings to be Published on the www.caldicot.com website**’ and not ‘**Repair to Celtic Cross**’.

a) Matters Arising from the Minutes

Min 7280 (18) Return of Lease of Caldicot Cemetery to Mon CC Members were advised that correspondence had been passed to Mon CC Legal Department via Mr Murray Andrews, Head of Local Democracy and that Mr Giles Ballisat, Area Manager, Severnside was also looking in to this matter.

Min 7280(18) Dog Fouling It was noted that no response from Mon CC had been received to date.

Min 7289 King George V Playing Fields Cllr P Tidmarsh referred to the ‘Emergency Meeting’, which took place Saturday 26.6.04 on KGVPF consisting of the Extremely Urgent Committee [Cllrs R Stewart, P Tidmarsh, K Thomas] and other invited Members. The Clerk stated she was advised “second hand” of a meeting. It was stated that the meeting was called because the reinstated turf was “dead” and Caldicot AFC had to allow a fixture arranged for 17.7.04 and that the Groundsman was instructed to order additional turf to be laid 28.6.04.

The legality of the meeting was questioned; the Clerk advised that the decision for the Groundsman to order turf was an illegal decision. She stated every meeting of Town Council needs to be conducted within the law, ie properly convened and constituted and that the Groundsman had no authority to order the turf. She further stated that had the turf not been put on hold, Members present at the “meeting” could have been personally liable for its cost.

The Clerk was requested to clarify the “Extremely Urgent Committee” and she stated that in her eleven years’ experience with Town Council the Extremely Urgent Committee had only met once or twice, at which times the Clerk was in attendance and the meetings were conducted in Town Council office.

Min 7289 King George V Playing Fields Cllr D Ashwin requested a copy of Cllr R J Higginson's letter. It was stated that the correspondence was withdrawn at the meeting.

b) Mayor to Sign the Minutes

The Mayor signed the Minutes

7295 To Approve the Minutes of Planning Committee 13th July 2004 [Circ]

The Minutes were approved as a true record.

a) Matters Arising from the Minutes

Page 3(b) Reference was made to conflicting advice from Willow Landscape and Town Council Groundsman in relation to Caldicot AFC using the field 17.7.04. It was stated that Town Council had made a decision, based on the professional advice of Willow Landscapes and all but one Member had agreed that Caldicot AFC did not play on the main field until further inspection 1.8.04.

b) Mayor to Sign the Minutes

The Mayor signed the Minutes

7296 Correspondence [Circ unless marked*]

(1) Mrs H Jones

Request for dropped kerb

Town Council considered a request from Mrs H Jones on behalf of her elderly father for a dropped kerb at 50 Green Lane.

Cllr D Ashwin thanked the Clerk for the copy correspondence and stated the matter was being pursued via Mon CC.

(2) Mon CC

Retaining Wall adjacent to Caldicot Football Ground

Town Council considered correspondence from Mon CC in relation to the retaining wall along Jubilee Way.

It was stated that the wall was the responsibility of Mon CC and that the Building Control Officer, Mon CC was taking the matter up with Mon CC Highways Department.

(3) Plus Publishing

Local Councils Update – Issue 57

Town Council noted Issue 57 of Local Councils Update from Plus Publishing Ltd.

(4) Mon CC

Repair to the Cross, Caldicot

Town Council considered correspondence from Mr Giles Ballisat, Mon CC advising that he had sought repair costs to the Cross so that the Cross can be returned to its former state before Armistice Day and reimbursement can be made when monies from the insurance company are forthcoming.

Mr Giles Ballisat, present at the meeting and on request of the Mayor advised Members that the insurance company had since admitted liability and works to reinstate the Cross would start shortly.

Members thanked Mr Ballisat for his efforts in reinstating the Cross in time for Armistice Day.

7296 (5) NALC

**NALC National Conference & Exhibition
1-3 October 2004, Scarborough Spa Complex**

Town Council noted invitation to National Conference & Exhibition 2004 from NALC.

(6) J M Waters

Re: Fluoride in Water

Town Council resolved to forward correspondence from J M Waters in relation to fluoride in water to Mon CC.

(7) Cllr R Stewart

Various Issues

(a) Town Council relationship with Caldicot AFC

Cllr R Stewart referred to Town Council relationship with Caldicot AFC over the past five years. Reference was made to the recent decision to lock/unlock the gates at night and to Town Council's liability to ensure safety of KGVPF.

It was stated that an advertisement had been placed in Town Council notice board 14.7.04 advising of a vacancy to lock/unlock Town Council managed premises daily, to which no response had been received to date. It was also stated that the Chairman, Caldicot AFC had been advised of Town Council's decision regarding the locking/unlocking the gates at night but no-one had since contacted the Clerk in this regard.

Further reference was made to signage on the gates and to notices advising of contact numbers in the event of an emergency.

Closure times were discussed and reference was made to previous correspondence from NPFA to the Mayor stating the gates should be open for a 'reasonable time' during the day. The Clerk stated that the advice she had received from NPFA was that the gates must be open during daylight hours.

The Clerk further clarified the 'Emergency Committee' and correct procedure for convening Special Meetings of Town Council.

It was resolved:

- i) to clarify 'reasonable time' from NPFA
- ii) that the 'Emergency Committee' meet with Caldicot AFC to discuss issues relating to KGVPF and report back to Town Council at a Special Meeting to be called at the discretion of the Mayor

(b) The ‘Six Months Rule’

Cllr R Stewart read out section 36(a) of Standing Orders “36(a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least six members of the Council, or be a resolution moved in pursuance of the report or recommendation of a committee”.

“(b)When a special resolution or any other resolution moved under the provisions of paragraph (a) of this Order has been disposed of, no similar resolution may be moved within a further six months”.

In accordance with Standing Orders, it was proposed by Cllr P Tidmarsh, seconded by Cllr J Harris and resolved that Town Council consider the ‘six months rule’ at the next ordinary meeting of Full Town Council [29.9.04].

(c) To Appoint Governor to Durand School

It was resolved that Cllr S Williams remain as Town Council nominated representative as Governor to Durand School. [A Vote ensued: 9 For, 2 Against, 1 Abstention]

Cllr R J Higginson declared an interest in this matter and left the room.

(d) Caldicot Newsletter

Further to Town Council agreeing in principle to a “non political” newsletter [TC 30.6.04] It was agreed that Cllrs R Stewart, P Tidmarsh and G Jenkins establish the newsletter.

It was resolved to contact Ms Desiree Mansfield, Adventa in relation to grant information.

Members referred to this item of correspondence and item (14) entitled ‘Various Issues’ and requested items for the agenda contain more detailed information.

**7926 (8) Cllr R J Higginson
Cllr G Jenkins**

**Re: Caldicot AFC’s unauthorised use of fields
Copy e:mail sent to Members re (8)
[TC Agreed Issues re: KGVPF reiterated to
Caldicot AFC 5.2.03 & 6.5.04 – For
Information]**

Town Council resolved to accept additional correspondence in relation to KGVPF as follows:
[RJH/CB]

(a) Caldicot AFC

Re: KGVPF [Circ]

(b) Clerk’s Report to Town Council 28.7.04

Re: KGVPF/Caldicot AFC [Circ]

Town Council considered correspondence from Cllrs R J Higginson and G Jenkins requesting who gave permission for Caldicot AFC to use KGVPF against the decision of Town Council and who decided to ignore the decision.

Members referred to the lengthy discussion resulting in the decision not to allow Caldicot AFC use of the main field at KGVPF following reinstatement works until the condition of the ground was reviewed on 1st August 2004. It was stated that the Clerk telephoned the Chairman, Caldicot AFC following Town Council meeting 13.7.04 to convey Town Council’s decision and followed this up in writing sent out first class 14.7.04.

It was stated that Caldicot AFC had taken it upon themselves to use the fields. It was also stated that by doing so Caldicot AFC were negating their insurance. Cllr E Davies requested if the Mayor had contacted Caldicot AFC as per their telephone conversation following the first unauthorised use of the fields and prior to the second unauthorised use of the fields. The Mayor stated he had not spoken to Caldicot AFC.

Members considered correspondence from Caldicot AFC dated 27.7.04 [circulated at the meeting] stating correspondence from Town Council dated 14.7.04 had not been received by Caldicot AFC until 23.7.04 and further correspondence dated 19.7.04 was not “seen” until late evening 19.7.04. The correspondence also stated a telephone conversation between the Chairman and the Clerk had been misinterpreted and that the Chairman “*genuinely believed the main pitch could be used up to the 1st of August whereupon there would be no more games played and the pitch would have time to ‘rest’.*”

Members were referred to the Clerk’s Report to Town Council 28.7.04, which stated ‘15.7.04 – Visit to office by John Burrows, Fixture Secretary requesting why AFC not allowed to play and “what would happen if AFC did play?”’

It was stated that Caldicot AFC “had the right to be heard” and it was requested that the facts be established via a meeting of the ‘Emergency Committee’ with Caldicot AFC and reported back to Town Council at a Special Meeting to be called at the discretion of the Mayor.

Reference was made to the review of the ground 1.8.04 and it was resolved that permission be granted to Caldicot AFC to resume use of the main field for their next friendly match 2.8.04.

It was resolved that the ‘Emergency Committee’ [Extremely Urgent Committee] include the request to establish who gave permission for Caldicot AFC to use KGVPF against the decision of Town Council and who decided to ignore the decision at the meeting with Caldicot AFC [see 7296(7a) above].

7926 (9) Mr D Harris

**Re: KGVPF/Bowls Club [b/f TC 30.6.04]
[Comparison spends for information]**

Town Council considered comparison of spend taken from audited accounts for KGVPF and Bowls Club. It was stated that the groundsman’s labour costs were not taken into account in the figures and Cllr J Harris requested a further breakdown. A discussion ensued and it was stated that any member of the public was entitled to view Town Council account via an appointment with the Clerk.

(10) Cllr P Tidmarsh

Twinning With Morières les Avignon

Cllr P Tidmarsh referred to a recent private visit by Ms Natalie Gilles and M Jean Barret and to a meeting held with Head Teacher, Caldicot Comprehensive School and Ms Gilles and M Barret in relation to potential scholarships for three students to be offered by Morières.

Cllr Tidmarsh also stated Morières had invited Town Council to sign the official twinning document in Morières in May 2005. Town Council re-affirmed its commitment to Twinning with Morières.

It was resolved that Town Council resume Twinning negotiations with Morières via Town Council Twinning Committee.

7296*(11) The Planning Inspectorate

**Section 6 Countryside and Rights of Way Act
2000 – Notice of Appeal**

Town Council noted above information from The Planning Inspectorate.

***(12) Mon CC**

**Public Health Act 1925 – Street Naming and
Numbering: 2 Heol Glaslyn, Caldicot
NP264PG**

Town Council noted the above information from Mon CC.

(13) Welsh Assembly Government

**Minor Authority Representative on
Caldicot Comprehensive School**

Town Council noted correspondence from Welsh Assembly Government clarifying legislation to allow existing minor authority representatives to remain on governing bodies although the minor authority resolved to change its representation.

(14) Cllr R Stewart

Various Issues

(a) Caldicot Resource Centre

It was resolved to suspend proceedings for Mr Giles Ballisat, Mon CC to updated Members on the current function and future proposals for Caldicot Resource Centre. It was noted that the Resource Centre Management Committee ceased to exist in December 2003 and as a consequence Mon CC Asset Management took over responsibility of the Resource Centre. It was also noted that Coleg Gwent had secured funding of £100,000 and were looking to establish a Learning Action Centre such as one in Monmouth and Boverton House in Chepstow, to run from the Resource Centre.

It was stated that as Town Council had donated £4,375 to the Resource Centre, Members should have been kept informed of developments within the Resource Centre.

Cllr E Davies declared an interest and left the room during discussion of this item.

(b) Disadvantaged Group

Members were advised of a group of reformed drug addicts who were looking to meet weekly as part of a rehabilitation process. Cllr J Harris stated he had spoken to drug rehabilitation workers who had secured a room at Caldicot Leisure Centre but were not in a position to fund the hire costs. Cllr Harris requested if Town Council would fund the hire costs.

It was stated that the group of approximately twelve persons had met once a week at the One Stop Shop for six weeks, but were uncomfortable with the surroundings and were looking for a change of venue. Members suggested the group make use of the Day Luncheon Centre but it was stated that they had specifically requested a room at the leisure centre.

Members referred to its drugs initiative and it was proposed by Cllr P Tidmarsh and seconded by Cllr D Ashwin that Town Council fund payment of a weekly hire charge at Caldicot Leisure Centre on a temporary basis until Xmas 2004.

The Clerk stated Town Council would be acting irresponsibly if it made a decision to fund hire charges without a formal request in writing and without having fixed costs for the hire of the room. It was unanimously resolved to agree to the payment of a weekly hire charge for a room at Caldicot Leisure Centre, subject to written request and charges being received on a temporary basis from 1.9.04 to Christmas 2004.

(c) Street Light – Oakley Way

Cllr J Haskey referred to inadequate lighting along the footpath from Herbert Road to Oakley Way.

It was resolved to refer this matter to Mon CC.

(d) Gift to Mayor from Morières

The Mayor advised Members that wished it recorded that he had been presented with a memento by the Mayor of Morières at an informal gathering 14.7.04.

7297 Publications, Minutes, Etc [DISPLAYED]

[A] Direct Information Service	Issues 583, 584
[B] Mon CC	Agenda/Minutes Cabinet 12.7.04
[C] Mon CC	Agenda/Mins Severnside Area Cttee 21.7.04
[D] Gwent Community Health Council	Agenda/Minutes 27.7.04

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

7298 Planning [Displayed]

A) Planning Applications

Plan M/10325: Single Storey Extension Forming Toilet, Porch & Front Bay – 69 Elan Way, Caldicot
TC Approved

Plan M/10329: Two Storey Side Extension & Reduce Levels in Garden – 149 Newport Road, Caldicot
TC Approved

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

There were no other Planning Applications

C) Planning Information

i) Permitted Development

Plan M/10299: Dormer to Rear – 36 Taff Road, Caldicot

ii) Planning Permission

Plan M/10096: Porch and Single Storey Extension – 115 Castle Lea, Caldicot.
TC Approved 26.5.04

Plan M/10142: Single Storey Extension to Front of Existing Dwelling – 1 Orchard Close, Caldicot
TC Approved 8.6.04

Plan M/10146: Single Storey Rear Extension – 24 Cae Mawr Road, Caldicot
TC Approved 8.6.04

Plan M/10214: Ground and 1st Floor Extensions – 80 Chepstow Road, Caldicot
TC Approved 30.6.04

iii) List of Planning Applications Received [Displayed]

23.6.04 – 27.6.04

30.6.04 – 04.7.04

iv) Mon CC Planning Agenda 20.7.04 – For Information

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

7299 Cheque List Schedule

Update [Circ]

Town Council were referred to an error on the cheque list - cheque number 500677 payee should read 'Easy Lawn' and not 'Willow Landscapes'.

It was resolved to approve the updated Cheque List Schedule.

7300 Donations and Contributions Schedule

Update [Circ]

Town council approved the updated Donations and Contributions Schedule

7301 Financial Comparison 1.4.04 – 30.6.04 [Circ]

Town Council approved the Financial Comparison 1.4.04 – 30.6.04

7302 To Note Internal Audit to Take Place 26/27th July 2004 Re: End of Year Accounts 31.3.04

Town Council noted the date for internal audit of end of year accounts 31.3.04.

7303 Best Kept Front Garden, Etc Competition

ii) To Note Mr D Collett to Judge [£30]

iii) To Note List of Wards and Members completed Proformas Passed to D Collect 14.7.04

Town Council approved Mr D Collett to judge Best Kept Front Garden etc Competition at a cost of £30.

7304 Town Twinning [Waghäusel to visit Caldicot 3-6 September 2004]

(a) To Approve Notes of Twinning Committee meeting held 1.30pm 22.7.04 [Circ]

Town Council approved the notes of Twinning Committee meeting 22.7.04 and Members were updated on arrangements for the forthcoming twinning visit. It was agreed to seek confirmation from Mon CC for Saturday evening function.

Reference was made to the proposed twinning gift and Members were advised of a local artist willing to produce a watercolour of the inside of Caldicot Castle at a cost of £200 for the painting and £60 for a frame. A discussion ensued and Members considered a framed painting to be more representative of Caldicot than a welsh slate plaque.

It was unanimously resolved to purchase a framed watercolour of Caldicot Castle at a cost of £260.

7305 Events Committee

(a) To Approve Notes Events Cttee 8.6.04 [b/f TC 30.6.04]/13.7.04 [Circ]

Town Council approved the Notes of Events Committee 8.6.04 and 13.7.04.

- (b) To Approve New Events Cttee to Organise Events in Caldicot**
TC Reps: Cllrs J Daniels and E Davies
Events Cttee Reps: Mr B Adams and Mrs S Simmonds
(2) Chamber of Commerce (2) Regeneration Cttee

Town Council approved New Events Committee to organise events in Caldicot and noted Town Council and Events Committee representatives.

7306 To Elect Representatives on Outside Bodies [b/f TC 30.6.04]

- (a) To Note One Voice Wales (1) Representative – Cllr R Stewart [Cllr P Tidmarsh] (Previously Local Councils Area Cttee (2) Representatives) Deputies Cllrs K Thomas and D Jones To Note Meeting to be held 7pm 29.7.04 – Usk Memorial Hall**

Town Council noted representative and deputies to One Voice Wales.

- (b) Planning Applications of Urgent Nature – Cllrs R Stewart, P Tidmarsh and J Roberts - To Note Declaration of Interest by Cllr RS**

It was proposed by Cllr P Tidmarsh, seconded by Cllr D Ashwin and resolved that Cllr G Jenkins replace Cllr R Stewart for Planning Applications of Urgent Nature due to Cllr R Stewart's declaration of interest in planning matters.

- (c) User Sub-Committee KGVPF [b/f TC 30.6.04] – To Note Liaison Cttee – No Decision Making Powers**

Town Council noted no decision making powers by User Sub-Committee KGVPF.

(d) School Governors

- i) Correspondence Cllr C Babb [Circ]**
ii) Correspondence Mrs Wendy Barnard, Mon CC [Circ]

Town Council noted correspondence from Cllr C Babb and Mrs Wendy Barnard, Mon CC in relation to School Governors [See also Min 7296 (13)].

7307 Caldicot Cemetery

- (a) TC Representative to Report re: Mon CC Cemetery Working Group 7.7.04 – County Hall**
(b) To Consider Mossfords to Address Town Council

The Mayor referred to a request to the Standards Committee for dispensation for Cllr R King to act as Town Council representative on matters relating to Caldicot Cemetery.

The Mayor stated he attended a meeting of Mon CC Cemetery Working Group 7.7.04 in place of Cllr King and referred to Mon CC suggested pressure of 20kg for testing of future headstones in Monmouthshire.

- (c) Mon CC Requested re: Hand Back Lease [Referred to Mon CC Legal Section – No Response to Date]**

Town Council noted no response to date in relation to handing back the Lease to Caldicot Cemetery to Mon CC.

7308 CCTV

(a) Mon CCTV Update [Circ 30.6.04]

(b) To Note CCTV Service Level Agreement not signed to date – with Monmouth Town Council [Re: Liaison Meetings Town Councils/Mon CC]

(c) To Note No Payments Made to Date

Town Council noted (a) to (c) above.

**7309 Induction Loop System [b/f TC 26.5.04]
Correspondence DLCVC [Circ]**

Town Council noted correspondence from DLCVC stating it had been unsuccessful in its application for grant for induction loop system at Day Luncheon Centre and requested Town Council consider the installation of an induction loop system.

It was resolved to request information on this matter from the Hearing & Balance Department, Royal Gwent Hospital.

**7310 To Note Highways Liaison Meeting – Mon CC/Town Council - Caldicot DLC 10am, 29.7.04
[Correspondence (4) TC 30.6.04 refers]**

Town Council noted Highways Liaison Meeting to take place at DLC 29.7.04.

7311 To Note No Town Council Meeting August 2004

Plenary Powers for Planning [See Min 7306 (b) above]

Town Council invoked plenary powers for urgent Planning matters during August 2004.

7312 Reports

a) Governors

There were no Governors' Reports

b) Other

Members were advised that Playscheme commenced 2.8.04 and referred to no correspondence being forthcoming from Caldicot Leisure Centre in this matter.

The meeting closed at 9pm

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Mayor/Deputy Mayor