

**CALDICOT TOWN COUNCIL**

**Sandy Lane  
Caldicot**

**Minutes of meeting of Caldicot Town Council held at 6.30 pm on Wednesday, 28<sup>th</sup> November 2007 at Caldicot Day Luncheon Centre**

**PRESENT:**

Cllrs: D Ashwin, Mayor	J Haskey [left 9.10pm]
J Marshall	R J Higginson
J Daniels	R Stewart
A Easson	K Thomas
D Evans	P Tidmarsh

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

**7964 Apologies**

Apologies were received from Cllrs E Davies, W Edwards, G Jenkins and Insp J Smith

**7965 To Suspend Proceedings: Cllr Liz Hacket Pain and Mr Peter Ellis, Head of Community Learning, Mon CC/Representatives to address Town Council re: Caldicot Castle**

**7966 Suspended Proceedings: PC Shapland, Caldicot Police**

**7967 Open Forum for Public Participation [15 Minutes]**

The Mayor cancelled this item due to 7965 and 7966 above.

**7968 Declarations of Interest – to be identified under the relevant item**

**Cllr D Ashwin declared an interest in Mon CC items**

**Cllr R Stewart declared an interest in Planning Matters**

**Cllr J Marshall declared an interest in Min 7974(19)**

Further declarations of interest to be identified under the relevant item.

**7969 To Approve the Minutes of Full Town Council Meeting 31.10.07 [Circ]**

The Minutes were approved as a true record subject to:

- **Min 7953(11) (iii) add .....**R Stewart “*and Cllr J Haskey*” represent Town Council .....
- **Min 7953(11) delete (iv)**

**a) Mayor to Sign the Minutes**

The Mayor signed the Minutes

**7970 To Approve the Minutes of Planning Committee 13.11.07 [Circ]**

The Minutes were approved as a true record.

**a) Mayor to Sign the Minutes**

The Mayor signed the Minutes

**7971 To Approve the Minutes of Full Town Council – Estimates Committee 13.11.07 [Circ]**

The Minutes were approved as a true record.

**a) Mayor to Sign the Minutes**

The Mayor signed the Minutes

## **7972 To Approve the Minutes of Special Meeting of Full Town Council 19.11.07 [Circ]**

The Minutes were approved as a true record subject to:

- Page 1 - Item 4 .... “fighting the case for Caldicot” **add** “*Cllr R J Higginson objected to the statement adding he had spoken to officers on CCTV at County Hall along with Cllrs D Ashwin and R Stewart*”.
- Page 2 – Item 3.... payment for .... **add** “*Financial Year*” 2006/07.

### **a) Mayor to Sign the Minutes**

The Mayor signed the Minutes

## **7973 Ongoing/Outstanding Issues: [Placed at front of agenda in accordance with Town Council]**

### **a) To Note the following issues added to list of requests for consideration of inclusion in Mon CC Road Safety Strategy**

- **Pelican Crossing at Deepweir**
- **20mph speed restriction – Castle Lodge Crescent**
- **Parking Issues – Newport Road**
- **Barriers at Lane Newport Road – Masefield Road**
- **Patch of Grass opposite entrance to Shakespeare Drive/Car Park – Requested MCC undertake traffic safety survey at West End**

### **b) Road damage – Park Road – Mon CC added to program of works – See Item10 (16)**

### **c) Directional sign to Caldicot Cemetery – Mon CC arranging sign**

### **d) Mini Roundabout at Sandy Lane – On Mon CC Road Safety Strategy – To investigate Sandy Lane/Jubilee Way junction improvement**

Town Council noted the above ongoing/outstanding issues and that traffic calming for Birbeck Road and Dewstow Road had been added to Mon CC Road Safety Strategy.

Ref: c) It was agreed to follow-up Mon CC for supply of directional sign to Caldicot Cemetery.

It was also agreed to add “twin town” additions to town signs to the list of outstanding issues.

## **7974 Correspondence [Circ unless marked\*]**

### **(1) Eisteddfod Genedlaethol Cymru**

### **Request for Donation**

**Town Council resolved to donate £50 to Eisteddfod Genedlaethol Cymru.**

### **(1a) Caldicot Musical Theatre Society**

### **Request for Financial Contribution 08/09**

Town Council considered a request for financial contribution from Caldicot Musical Theatre Society. It was noted that the Caldicot Operatic Society had changed its name and had made a loss of £230.21 in 2006.

Reference was made to £300 donation To Caldicot Operatic Society in September 2007.

**It was resolved to donate a “top-up” grant of £250 to Caldicot Musical Theatre Society allocated from Playscheme fund**

### **(2) 2<sup>nd</sup> Caldicot Scouts**

### **Appreciation for Donation**

Town Council noted the appreciation for donation for £100 from 2<sup>nd</sup> Caldicot Scouts.

**7974 (2a) Caldicot and District Chamber of Commerce Appreciation for Donation**

Town Council noted correspondence from Caldicot and District Chamber of Commerce in appreciation of donations of £2,000 each for Fireworks Event 2007 and Christmas Event 2007 and proposing to issue an event balance sheet and an end of year report highlighting all events held in 2007 outlining the event and general expenses incurred in 2007.

**(3) Mon CC**

**Review of Polling Districts, Places & Stations**

Town Council considered correspondence from Mon CC requesting comments and feedback on any aspect of polling districts and polling places within the Mon CC area and suggestions for alternative venues for polling stations.

A discussion ensued and it was noted that the date for representation of 23.11.07 had expired.

It was stated that the County Councillors were investigating this issue.

**It was resolved:**

- i) to request an extension of the date for representation**
- ii) that Members recommendations and ideas be considered at Planning Cttee 11.12.07 in order to forward to Mon CC.**

**(4) Mon CC**

**Draft Rights of Way Improvement Plan Consultation Report Copy Requested**

Town Council noted correspondence from Mon CC advising that the complete consultation report in this matter is available on Mon CC website.

It was advised that this issue was being dealt with via a sub-group of Severnside Area Forum.

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

**(5) Mon CC**

**Copy Corresp. to Elim Pentecostal Church**

Town Council considered copy correspondence to Rev H J Davies advising of Mon CC's decision to waive hire fees in relation to the event to be held at Caldicot Castle on 16.12.07.

**It was resolved to send Town Council's appreciation to Mon CC in this matter**

**(6) Mon CC**

**Mon Youth Service – "INTERACT10N"**

Town Council considered correspondence from Mon Youth Service in relation to its 'Extending Entitlement' project which aims to promote the 10 Entitlements with young people and professionals.

**It was resolved to accept a presentation from Mon Youth Service at a future Planning Cttee meeting**

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

**7974 (7) One Voice Wales**

**i) To Approve 2007/08 National Salary Awards**

**Town Council approved 2007/08 National Salary Awards from 1<sup>st</sup> April 2007**

**ii) To Approve Car Allowances for Clerks**

**Town Council approved Car Allowances for Clerks from 1<sup>st</sup> April 2007**

**(8) Local Health Board**

**GP Out of Hours Service**

Town Council considered correspondence from Local Health Board enclosing a copy of the Gwent Community Health Council report evaluating the reduction in primary care out of hours centres from six to three.

A Member referred to complaints received from elderly residents in relation to out of office service as a result of Gray Hill Surgery being closed on Wednesday afternoons for training sessions.

A Member referred to injections/dressing facilities no longer being available at Chepstow Hospital.

**It was resolved to add ‘out of hours service’ and facilities at Chepstow Hospital to the agenda for the forthcoming meeting with Gray Hill Surgery**

**(9) Cllr J Daniels**

**West End Governors Resignation**

Town Council accepted Cllr J Daniels’ resignation from West End Governors as a result of work commitments.

Members thanked Cllr Daniels for her commitment to West End Governors and for the foresight to bring this issue to Town Council.

**It was resolved to nominate Cllr A Easson to replace Cllr Daniels on West End Governors**

**(10) Environment Agency Wales**

**Re: The Blackrock Lave Netsmen**

Town Council considered correspondence from Environment Agency Wales outlining proposed new bylaw controls for the protection of spring salmon.

Town Council were opposed to the “100% catch & release salmon fishing”

It was stated that representatives of the Blackrock Lave Netsmen were due to meet with the National Assembly.

**(11) Insp J Smith**

**Re: Parking in Layby at Deepweir**

Town Council considered correspondence from Insp Smith regarding vehicles parking in the layby at Deepweir.

Members indicated a reduction in vehicles for sale parking in the layby but referred to a sign being present in the layby advertising a business operating from the Severnbridge Industrial Estate.

**It was resolved to request the sign be removed immediately from Deepweir layby.**

**7974 (11a) Mon CC**

**Re: Deepweir Layby**

Town Council noted correspondence from Mon CC Trading Standards stating that although the number of cars offered for sale in Deepweir layby did not warrant action at present it would continue to monitor the area.

**(12) Mon CC**

**Opportunities to Co-Fund the Recruitment of Further PCSOs for the Monmouthshire Area**

Town Council considered correspondence from the Chief Executive, Mon CC in this matter and were unhappy at the inference that Town Council were interested in pursuing a partnership to fund PCSOs.

A discussion ensued and reference was made to PCSO's limited enforcement powers.

**It was resolved to respond to the Chief Executive, Mon CC that Town Council made no financial commitment to the cost of PCSOs in Monmouthshire and request if Mon CC will be showing equal commitment towards the cost of PCSOS as Torfaen CBC.**

**(13) Mon CC**

**Traffic Calming Scheme, Mill Lane, Caldicot**

Town Council noted correspondence from Mon CC advising of the completion of an informal consultation exercise with local residents, Town Council and the ward County Cllr in relation to traffic calming at Mill Lane. It was further noted that formal consultation will now be undertaken on the preferred option 1 [speed cushions] in the near future.

**Cllrs R J Higginson and K Thomas declared an interest in this matter**

**(14) Severn Tunnel Action Group**

**Presentation Update**

Town Council noted correspondence updating Members in relation to Severn Tunnel Action Group's campaign to develop Severn Tunnel Junction as a 'park and ride' station against closure and replacement by a new station on the slow lines at Magor and to reinstate Cardiff to Portsmouth trains.

Cllr P Tidmarsh updated Members on Severn Tunnel Action Group's progress in this matter.

The Mayor publicly commended Severn Tunnel Action Group.

**It was resolved to support the Severn Tunnel Action Group with Town Council support.**

**(15) Mon CC**

**Re: Council Tax Collection**

Town Council considered correspondence from Mon CC stating the council tax collection target rate for Monmouthshire, set at 96%, was usually close to a 100% collection, with low levels of write off.

Cllr J Marshall presented the Clerk with a copy of the figures highlighted for Monmouth and requested Mon CC clarification of the £1,227,080 shortfall for Monmouth in 2005.

**It was resolved to request clarification from Mon CC of the 68% shortfall for Monmouth in 2005.**

**7974 (16) Mon CC**

**Re: Park Road**

Town Council noted correspondence from Mon CC in relation to the road surface at Park Road.

**(17) Mon CC**

**Summary of Consultation Responses to  
Climate Change and Energy Efficiency  
Strategy**

Town Council noted the above summary of consultation responses received by Mon CC.

**(18) Cllr J Marshall**

**30 Minutes for Public Forum**

Town Council considered correspondence from Cllr J Marshall proposing that the public forum during Full Town Council meetings be extended from 15 minutes to 30 minutes.

It was stated that the length of time required for the public open forum was at the discretion of the Mayor. The Mayor referred to the earlier cancellation of the public open forum at his discretion.

A lengthy discussion ensued and Members supported the public open forum for genuine questions and issues but considered it had also become a “public political sounding board”.

It was stated that Standing Orders in relation to public open forum were open to interpretation and required clarification.

The Clerk advised Members that any resolution to amend Standing Orders required prior notice for discussion at the following Town Council meeting.

**It was resolved to give notice of intention to clarify Standing Order 4(b) and defer this item for discussion to Town Council meeting 30.1.08**

**(18a) Cllr J Marshall**

**Testing of Headstones at Dewstow**

**Cemetery**

Town Council considered correspondence from Cllr J Marshall proposing Town Council follow Mon CC consultation procedures in relation to the testing of headstones at Caldicot Cemetery for October 2008 and recommending that a topple tester is not used at Dewstow Cemetery but that the method of hand-testing be employed.

Cllr Marshall read from a document he had distributed to some members prior to the meeting stating he had prepared a Draft Policy on Testing of Headstones at Dewstow Cemetery and a detailed set of proposals for Town Council consideration based on the Health and Safety Executive and Local Government Ombudsman. Cllr Marshall recommended Town Council fund any reinstatement of headstones required and stated he hoped Town Council would take on board his balanced views.

Members commended Cllr Marshall on his efforts in this matter.

A discussion ensued and reference was made to Cllr Marshall’s recommendation that, should Members opt for topple testing headstones, a force of 10kg be adopted. Cllr R J Higginson requested it be recorded that he considered hand-testing to be an unscientific method of testing and that a force of 10kg was inadequate.

Further discussion ensued regarding the financial implications to Town Council in relation to maintenance of all headstones in the cemetery and it was stated Members should seriously consider long term ramifications of its budget in this regard. It was suggested that a maximum figure of £10,000 be budgeted for maintenance of headstones. Cllr J Daniels requested her concerns in relation to the long term financial implications to Town Council be recorded.

The Mayor did not accept Cllr Marshall's document as Draft Policy on the Testing of Headstones at Dewstow Cemetery as it had not been despatched with the agenda via the Clerk and not all Members of Town Council were in receipt of it.

The Clerk stated that consideration of a Draft policy had not been agenda'd and requested Members be aware of the recommendations of the Institute of Cemetery and Crematorium Management [ICCM] that, in addition to the visual and the hand test, force measuring equipment be used as a final confirmatory test following the initial testing ie the visual and hand tests. The Clerk also stated that Town Council should fully consider financial implications before agreeing to make financial commitments.

Cllr Marshall stated National Association of Memorial Masons [NAMM] and ICCM recognised hand-testing as an acceptable test and Town Council had the right to chose its method of testing and become unique in setting a standard for other burial authorities to follow.

Cllr Marshall referred to the Mayor accepting correspondence from One Voice Wales and Mon CC at meetings. The Mayor clarified that it was his and the Clerk's prerogative to obtain advice on matters on the agenda.

Further discussion ensued regarding the acceptance of the Draft Policy.

The Clerk advised Members that council procedures had not been followed with regard to the distribution of the document.

A Member requested he incorporate the Draft Policy into Cllr Marshall's correspondence and proposed to accept the document in its entirety. The Mayor reiterated his decision not to accept the Draft Policy.

**It was resolved that correspondence (18a) be accepted.**

**It was resolved to defer the Draft Policy for consideration at Planning Committee 11.12.07.**

*Standing Orders were called for 30 minutes during discussion of this item.*

**Due to insufficient time the following items were not discussed.**

(18b) Cllr J Marshall	Pollution at Neddern Brook
(18c) Cllr R Stewart	Copy Correspondence to Mon CC
(19) Caldicot Regeneration Group	Re: Caldicot CCTV
(19a) Caldicot and District Chamber of Commerce	Re: Caldicot CCTV
(20) Monmouthshire Health Alliance	Health, Social and Well Being Strategy 2008-2011 Draft Executive Summary <b>Response by 25.1.08]</b>

**11 Planning [Displayed]**

**A) Planning Applications Received**

None received to date

- 12 Publications, Minutes, Etc [Displayed]**
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| [A] | One Voice Wales                        | Agenda/Mins LLC Cttee 27.11.07                           |
| [B] | NALC                                   | Direct Information Service issues 668 – 670 (inc)        |
| [C] | Monmouthshire CHC                      | Agenda/Mins 13.11.07                                     |
| [D] | Môr Hafren Area Committee              | Agenda/Mins 8.11.07                                      |
| [E] | Gwent Levels Flood Defence Alliance    | Agenda/Mins 6.11.07                                      |
| [F] | Plus Publishing Services               | Local Council's Update Issue No 97                       |
| [G] | Clerks & Councils Direct               | November 2006 Issue 54                                   |
| [H] | NALC                                   | Local Council Review, November 07                        |
| [I] | Allotment & Leisure Gardener           | Issue 4 2007   |
| [J] | STRI                                   | Bulletin, October 2007, Issue 238                        |
| [K] | Local Health Board                     | Annual Report 2006/07                                    |
| [L] | Mon CC Strong Communities Select Cttee | Consultation on Future of Waste Management and Recycling |
- 13 Finance [Circ]**
- a) **Cheque List Schedule – To Approve Update November 07**
  - b) **Donations and Contributions Schedule - Update November 07**
- 14 CCTV – awaiting response from Mon CC [acknowledgement received] [Circ]**
- 15 To Compile List of Priorities for Road Safety Strategy [b/f 31.10.07] [Circ]**
- a) **Awaiting Date to Meet Mr Dave Harris, Head of Waste Management**
- 16 To Note Chief Executive, Mon CC to address members 8.1.07 – Request for Discussion Items [Circ]**
- 17 Christmas Lighting Up – Friday, 7<sup>th</sup> December 2007 – To Consider Sleigh**
- 18 Grayhill Surgery – Awaiting Date to Meet December 2007**
- 19 Flying Flag at Half Mast – awaiting Protocol [b/f TC 31.10.07]**
- 20 To Note Ms Deserie Mansfield, RCA to address members 30.1.08**
- 21 Fairtrade – Awaiting Response for address 13.2.08**
- 22 To Note TC Meeting Date for December [26.12.07] Falls Within Office Closure for Christmas Holidays [25.12.07 – 1.1.08 inclusive] – To Consider Urgent Items at Planning Committee 11.12.07**
- 23 Reports**
- a) **Draft Notes of Flooding Forum 5.11.07 [Circ]**
  - b) **Minutes of Mon CC Cemeteries Working Group meeting 31.10.07 [Circ]**
  - c) **Town Council Representatives on Outside Bodies**
  - d) **Governors**
  - e) **Other**
- 24 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**
- i) **To consider DLC Boundary Wall**
  - ii) **To consider Town Council Trees**

The meeting closed at 9.30pm

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Mayor/Deputy Mayor



## APPENDIX A

### **7965 To Suspend Proceedings: Cllr Liz Hacket Pain and Mr Peter Ellis, Head of Community Learning, Mon CC/Representatives to address Town Council re: Caldicot Castle**

The Mayor welcomed Mr Andrew Helme, Museums Officer, Mrs Anita Badhan, Castle Development Officer, Mr Peter Ellis, Head of Community Learning and Cllr Liz Hacket Pain to the meeting and introductions were undertaken.

'Monmouthshire Museums Service Aims and Objectives'/Museums Service Performance Plan was circulated to Members.

Extended opening times during October 2007 were considered very successful - Draft figures provided based on payments via castle [to be audited].

Members requested a further extension of opening hours for March 08, particularly an event to mark St David's Day – to be investigated.

The long term strategy for Caldicot Castle was requested.

Special revenue funding no longer available. It was requested if grant funding had been considered.

It was requested if Mon CC would be requesting further funding from Town Council following the recent successful opening in October 2007 – A continuing partnership would be necessary for extended opening times.

Extended opening for March 2008 not feasible re: limited advertising time, although an event for 1<sup>st</sup> March 2008 could be organised out of Town Council funding left over from October 2007.

Mon CC objective to open castle all year round.

Members supported, in principle, an event to mark St David's Day 2008 and opening times to be extended to March from 2009.

**Cllr R J Higginson declared an interest in this matter**

## APPENDIX B

### **7966 PC Shapland – Caldicot Police**

PC Shapland updated Members in relation to CCTV assistance to Caldicot Police and gave examples of the benefits of CCTV in the town.

Members thanked PC Shapland for his informative update.