

CALDICOT TOWN COUNCIL

Minutes of Caldicot Town Council held at 6.30pm on Wednesday, 29th January 2013 at Caldicot Town Council

Present: Cllrs: A Davies, Mayor
A Lloyd, Deputy Mayor
D Ashwin
W Conniff
A Easson [6.50pm]
D Evans
F J Harvey
R J Higginson
P Maycock-Jones
S Watts
S Webbs

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

Town Council resolved to accept Notes of Meeting with Health & Safety Consultant meeting 29.1.14 – See Min 9141 (a) and an additional item on to the agenda – See Min 9146

9127 Apologies

Apologies were received from Cllrs J Haskey, G Owen, M Steven, P Steven, R Stewart

9128 Declarations of Interest – To be identified under the relevant item/Forms to be completed

Cllrs D Evans and P Watts declared an interest in planning

Further Declarations of Interest to be identified under the relevant item.

9129 To Suspend Proceedings – Mr J Croft, Editor - The Villager

In the absence of Mr Croft this item was considered following Min 9133

See Appendix A

9130 Open Forum for Public Participation [max 30 mins at Mayor's Discretion]

The following items were raised during the Public Open Forum:

- Any devolved services from Mon CC resulting in an increase in Town Council precept?
- Why is Caldicot Police Station not being re-opened? – **write to Police Commissioner for update re: re-opening of Police Stations**
- Flooding at Caldicot Labour Club – **Cllr DE to liaise with member of public**
- County Councillors' knowledge re: formation of Caldicot Town Team

9131 To Approve the Minutes of Full Town Council Meeting 27th November 2013 [Circ]

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

Min 9117 (9) – delete “Manager of the former Caldicot & District CAB” and insert “Trustee of the former Caldicot & District CAB”

a) Mayor to Sign the Minutes

The Mayor signed the Minutes

9132 To Approve the Minutes of Planning & Resources Committee 14th January 2014 [Circ]

The Minutes were approved as a true record

a) Mayor to Sign the Minutes

The Mayor signed the Minutes

9133 To Approve the Minutes of Estimates Committee 20th January 2014 including Final Estimates 2014/15[Circ]

The Minutes were approved as a true record

a) Mayor to Sign the Minutes

The Mayor signed the Minutes

b) To Fix the Precept to Submit to Mon CC for 2014/15

Town Council resolved to fix the Precept for submission to Mon CC for 2014/15 in the sum of £238,742 [two hundred and thirty eight thousand, seven hundred and forty two pounds]

It was requested it be recorded that Town Council has not increased its precept in relation to Mon CC cutbacks.

9134 Correspondence [Circulated unless marked*]

(1) Mon CC - Response re: 20 mph zone Birbeck Road and New Road

Town Council noted a response from Mon CC advising of its intention to progress with the 20mph zone in the Birbeck Road and New Road localities in connection with the Dewstow School redevelopment.

(2) Resident - Trees on Caldicot Comprehensive School Site

Town Council considered a request for support from a local resident for the retention of existing trees and the planting of additional trees at the Asda development site.

It was resolved to support the request.

(3) Mon CC - Dog Fouling Wales Coastal Path – Request for Dog Waste Bins [NB: TC has 37 dog waste bins in situ – est cost 14/15 £7,000 pa]

Town Council considered a request from Mon CC for the installation of dog waste bins on the footpaths on the Wales Coast Path and other paths around Pill Farm Industrial Estate.

A discussion on dog fouling ensued and reference was made to Mon CC's Dog Fouling and Litter Working Group progressing, albeit slowly, in the plight against dog waste and litter in Monmouthshire.

It was stated that Mon CC, as the authority responsible for footpaths, should provide its own dog waste bins if required.

It was resolved to refuse a request from Mon CC to install additional dog waste bins on the Wales Coast Path.

(4) Caldicot Town AFC - Twinning Committee

Town Council considered a request for invitation to the next meeting of Town Council's Twinning Committee.

It was resolved to advise Caldicot AFC of the next meeting of its Twinning Committee when arranged.

9134 (5) Mon CC - Proposed Bus Shelter Green Lane

Town Council considered correspondence from Mon CC advising it has still not heard from Monmouthshire Housing Association regarding the proposal to install a bus shelter at Green Lane and referring to recent reported incidents of vandalism to the bus shelter on B4245 just west of Longfellow Road.

Members expressed disappointed at the time taken to respond to Town Council's request to go ahead and install the bus shelter at Green Lane stating it was a year since the original site meeting with Mon CC officers.

The Clerk advised Members the request had been made to Mon CC following Town Council decision to install a bus shelter.

It was resolved to request Mark Youngman, Transport Policy and Compliance Manager, Mon CC obtain a response from Monmouthshire Housing Association in this matter.

(6) Caldicot Foodbank – Update/Request to Place Freezer in Storage Area Town Council

Town Council noted an update from Caldicot Foodbank and considered a request to place a freezer in the storage area of Town Council building.

It was resolved to permit Caldicot Foodbank to place a freezer in the kitchen storage area and commend the service provided.

(7) Resident – Street Lighting on A48 Parkwall Hill, Chepstow

Town Council considered copy correspondence to the Chairman, Mon CC re: street lighting on A48 Parkwall Hill, Chepstow. A discussion ensued and it was stated that the request was outside the remit of Town Council.

It was resolved to acknowledge the correspondence and forward it to Cllr Graham Down as Ward Member for the area.

(8) Monitoring Officer, Mon CC – Response re: Declaration of Interest Planning KGVPF

Town Council noted the advice of the Monitoring Officer regarding Members declarations of interest as Trustee of KGVPF.

(9) Mon CC – Report on Summer Playscheme 2013

Town Council accepted the report on Summer Playscheme 2013 from Mon CC and the request to consider £5,000 grant funding for 2014/15.

9135 Publications, Minutes, Etc [Displayed] – To Note available Town Council Office

[NB: One Voice Wales responds on WAG consultations on behalf of Town Councils via a network of volunteer responders - interested councillors require e-mail address –contact Clerk]

[A] SLCC – The Clerk January 2014

[B] Clerks & Councils Direct – January 2014

[C] Mon CC CCTV User Group – Mins 10.9.13/3.12.13/Monitoring Report Dec 13

- [D] **One Voice Wales – Ag/Mins Mon/Npt Area Committee 16.1.14/17.10.13
Ag/Mins Larger Local Councils Committee 22.1.14/16.10.13
The Voice Jan 14/Memorandum of Understanding
WLGA/OVW Have your say on changes to the planning system**
- [E] **Mon CC - Severn for Severnside 2012/Severnside Whole Place Programme Board**
- [F] **Mon CC – Community Coordination and Development of Small Local Enterprises**
- [G] **STRI – Bulletin January 2014**

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

9136 Planning [Displayed]

A) Planning Applications Received – None at date of despatch of Agenda

Town Council noted no planning applications received.

9137 Finance [Circ]

i) To Approve Updated Cheque List Schedules December 13/January 14

Town Council resolved to approve the updated Cheque List Schedule as circulated

ii) To Approve Financial Comparisons 1.10.13-31.12.13, 1.4.13-31.12.13

Town Council resolved to approve Financial Comparisons 1.10.13-31.12.13, 1.4.13-31.12.13

iii) To Approve Payment of £500 Welsh Assembly grant received to Vision ICT for upgrade to Town Council website

Town Council resolved to approve payment of £500 to Vision ICT for upgrade of Town Council website.

9138 To Consider MCC Consultation re: Review of Communities and Electoral Arrangements – Public Meeting 21.1.14, 6pm County Hall, Usk Response by 28.2.14 [b/f P&R 10.12.14] [Circ]

Town Council considered draft proposals in relation to the review of communities and electoral arrangements for Monmouthshire.

A lengthy discussion ensued and concerns were expressed in relation to the ratio of councillors effectively resulting in two less Town Councillors for Caldicot. Also it was requested where the polling stations will be located for each proposed ward.

In relation to the proposed community ward names Members suggested alternative names for ‘Caldicot Cross’, ie, “Caldicot Central” and “Caldicot Village”

Reference was also made to the recently published “Williams Report” which would effectively change the boundaries again if adopted.

It was resolved to accept the proposals as circulated and request clarification re: ratios of councillors and location of polling stations.

9139 To Consider Correspondence from MCC re: Localised Services [b/f P&R 14.1.14] [Circ]

Town Council noted information and running costs relating to the Manual and Mechanical Roadsweeping service and Jubilee Way Public Conveniences.

- a) **Correspondence from MCC to Localism Working Group 10.1.14 [NB: P&R 10.12.14 – all members to receive all information]**

Town Council noted information and costs relating to insurance for the public conveniences in Jubilee Way and a request for a building condition survey to be undertaken.

- b) **Extracts from One Voice Wales/SLCC Re: Devolution of Services – for information**

Town Council noted extracts from One Voice Wales and Society of Local Council Clerks relating to devolution of services.

- c) **To Consider Minutes of Localism Working Party 10.1.14 – NB: Estimates Committee 20.1.14 – No provision for Devolution of Services**

Town Council considered the Minutes and the following items were noted:

- Cllr D Ashwin was present at the meeting as an observer
- Jubilee Way toilets only to be considered for devolvement
- Substantial works and upgrade required at the cost of Mon CC
- Mon CC has not approached Town Council to take over the toilets
- supply of electricity to blue cabins in car park was discussed but not in Minutes

It was resolved to forward the Minutes of the Localism Working Party to Mon CC

9140 To Appoint Representatives to Outside Bodies

- a) **Programme Board [1]**

Town Council resolved to nominate Cllr A Davies to Mon CC Programme Board

- b) **Caldicot Youth Group [1] – To Note Meeting Wednesday, 5th March 2014 at The Zone**

Town Council resolved to nominate Cllr A Lloyd to Caldicot Youth Group

9141 To Note Various Policies compiled by Ellis Whittam in accordance with recommendation 2 Internal Audit Report 2012/13 “*Consideration should be given to the development of various strategic and policy documents in order to further strengthen the Council’s governance controls*” eg Equal Opportunities Policy, Harassment Policy, Data Protection Policy, Whistleblowing Policy, Anti-Bribery Statement – To Adopt [Circ]

Town Council considered an Equal Opportunities Policy, Harassment Policy, Data Protection Policy, Whistleblowing Policy and Anti-Bribery Statement compiled by Ellis Whittam.

It was resolved to adopt the above policies as circulated

- a) **To Note Ellis Whittam Health & Safety Consultant visit 29.1.14**

Town Council resolved to accept the Notes of Meeting with Health & Safety Consultant meeting 29.1.14, circulated at the meeting on to the agenda for consideration.

Cllr D Evans, Chairman of Health & Safety Committee referred Members to outstanding health and safety issues resulting from inquorate Health & Safety Committee meetings and requested Town Council consider the urgent quotations contained in the Notes.

It was resolved to accept the recommendations for health & safety works to be carried out and accept the following quotations from preferred contractors:

- **Fixed wire testing at the Nursery and Bowls Club at a cost of £200 per site**
- **Undertake inspection of Town Council trees at a cost of £400 + VAT**
- **Accept 2% increase in fees for 2014/15 re: play equipment inspections**

b) To Note Health & Safety Committee 10 am 29.1.14

Town Council was advised of no quorum for Health & Safety Committee 29.1.14. The Chairman of Health and Safety Committee expressed concerns in relation to the number of inquorate meetings of the committee and whilst recognising that certain Members worked during the day stressed the importance of the committee and an urgency to nominate Members who would be able to attend meetings during the day.

It was resolved to defer this item to Town Council Annual Meeting

9142 Caldicot Cemetery

a) To Consider underground water pipe

Town Council was advised of an underground water pipe running through the cemetery in the vacant area and to investigations being carried out via Welsh Water to determine whether or not the pipe was “live”. It was stated that as the pipe was on private land it had been recommended by Welsh Water that Town Council cut the pipe and re-direct it around the perimeter of the cemetery.

It was resolved to delegate authority to the Clerk to obtain further advice and make all necessary arrangements to cut the pipe.

b) To Consider correspondence MCC re: cemetery land – to follow

Town Council considered correspondence from Mon CC, circulated at the meeting, stating it would be more than happy to grant Town Council a lease for the area of land adjacent to Caldicot Cemetery, subject to member consent, if it was deemed that the land was suitable for a cemetery.

It was noted that Town Council could be granted a license for the period of investigations to enable access to the land, however Mon CC would not be able to fund the cost of investigation works. A County Councillor stated he had been advised that costs for initial investigations works would be in the region of £3,000 to £4,000.

Reference was made to the “rocky” area of the existing Cemetery and to previous investigations carried out in this matter. It was requested that this area could be further investigated in conjunction with testing of the adjacent field.

It was resolved to carry out a feasibility study of the field adjacent to Caldicot Cemetery to determine suitability for an extension to the Cemetery and to include the “rocky” area of the existing Cemetery.

9143 King George V Playing Fields

i) To Consider Minutes of KGVPF User Committee 13.12.13 [Circ]

Town Council noted the above Minutes of KGVPF User Committee

- ii) **To Note Bowling Green Contract expires March 2014 – To Consider STRI Specification [Circ] - 3 Quotations [in accordance with SO's/Fin Regs] – NB: no approved list**

Town Council noted the expiry date for the current Bowling Green contract and resolved to consider STRI Maintenance Specification for Bowling Green in Committee – see Min 9145 below

- iii) **To Consider Request from Washbourne Ltd re: Trim tree [2 trees identified Quote £80]**

Town Council resolved to trim the overhanging trees near to Washbourne's petrol filling station at a cost of £80 + VAT

9144 Reports

- a) **Town Council Representatives on Outside Bodies**

There were no reports

- b) **Governors**

There were no reports

- c) **Other**

There were no reports

9145 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:

9143 ii) Town Council considered STRI Maintenance Specification for Bowling Green as circulated

It was resolved:

- a) **to accept the STRI Maintenance Specification for Bowling Green as circulated**
- b) **to go out to tender to Peter Villars & Son, Mon CC and Willow Landscapes for maintenance of the Bowling Green.**

- (i) **To Consider Quotation for Tarmacadam Speed Ramps KGVPF**

Town Council were advised that the Contractor originally awarded the contract for installation of speed ramps at KGVPF had withdrawn the offer to carry out the works.

It was resolved to accept quotation for £1,155 + VAT from DCM Contracting for the construction of 3 no speed ramps, including painted lines at KGVPF.

- (ii) **To Consider Quotations for works to Ash Tree KGVPF [b/f 30.11.13]**

Town Council considered two quotations for works to Ash Tree at KGVPF as per J Pinder scan 7.11.13.

It was resolved to accept quotation for £860 + VAT from tr33 for works to Ash Tree at KGVPF.

(iii) Correspondence from Willow Landscapes re: KGVPF

Town Council considered correspondence from Willow Landscapes in relation to increased anti-social behaviour, vandalism, general littering and dumping of rubbish at KGVPF and suggesting consideration be given to employing a part-time warden on a seasonal basis to combat these issues.

Reference was also made to additional costs incurred with regard to disposing of the increased littering.

It was resolved:

- a) to refer this matter to User Committee KGVPF**
- b) to approve additional costs for disposing of rubbish**

Normal proceedings resumed

9146 Town Council considered a request from Caldicot Town Team to utilise Town Council's new noticeboard for advertising.

It was resolved to permit Caldicot Town Team the use of its new noticeboard via Town Council office.

The meeting closed at 7.55pm

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Mayor/Deputy Mayor

Appendix A

9129 To Suspend Proceedings – Mr J Croft, Editor - The Villager

Mr Croft apologised for arriving late at the meeting.

Mr Croft outlined the history and production of “The Villager” a free advertising brochure, funded by advertisers, including local articles and community news currently being distributed to approximately 2,750 residents in Undy, Magor, Rogiet and surrounding villages.

Mr Croft stated he intended producing a similar brochure for the Caldicot area, to be named “Sevenside News” with the 1st edition due to be launched 1.3.14. Mr Croft stated the ultimate aim was for the cost of production of the brochure to be covered by the advertising costs.

Advertising costs were advised: ¼ page = £45; ½ page = £60-£65 and full page = £110 per issue.

The Mayor advised Mr Croft that Town Council wished to produce a regular newsletter to the residents of Caldicot and referred to the working party set up in order to take this forward. It was agreed that once Town Council’s working party had met it would contact Mr Croft at a later date to discuss this matter further.

The Mayor thanked Mr Croft for attending.