

**Minutes of Caldicot Town Council held at 6.30pm on Wednesday, 29<sup>th</sup> February 2012 at Caldicot Town Council.**

**Present:** Cllrs: M Stevens, Mayor  
A Easson [left 7.45pm-7.55pm]  
D Ashwin  
J Bond [left 7.20pm]  
W Conniff  
D Evans  
K Harris  
E Harvey [left 7.55pm]  
R J Higginson  
V Lloyd  
A Perrett [6.35pm]  
R Stewart  
P Watts  
S Webb [7.40pm]

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

**8789 Apologies**

Apologies were received from Cllrs J Haskey, A Lloyd

**8790 Declarations of Interest – To be identified under the relevant item/Forms to be completed**

**Cllr A Easson declared an interest in Min 8794(2)**

**Cllr D Evans declared an interest in Min 8796 and Min 8798(ii)**

**Cllr M Stevens declared an interest in Min 8798(ii)**

**Cllr R Stewart declared an interest in Min 8796**

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

**8791 Suspended Proceedings –**

**a) To Present 5 Local Young Persons with Special Citizen’s Awards**

The Mayor presented Rhys Jones, Timothy Parks, Maurice Chambers and Miss Hollie Hughes with Town Council crests and expressed Town Council’s pride in their efforts in connection with a Police incident in Sandy Lane. Bradley Thompson was unable to attend the presentation and Rhys Jones accepted a crest on his behalf.

**b) Severn Wye Energy Agency - Community Energy Advice Scheme**

Ms Eileen O’Haire from Severn Wye Energy Agency gave a brief insight into the Community Energy Advice Scheme and grants available for community groups.

Ms O’Haire also referred Members to ‘Eco Open Doors’ weekend on 17<sup>th</sup> and 18<sup>th</sup> March offering a unique opportunity to visit homes in Monmouthshire with energy saving and energy generating features as well as other examples of green living.

Leaflets on the above schemes were left with the Clerk for Members.

**8792 Open Forum for Public Participation [max 30 mins at Mayor’s Discretion]**

The following items were raised during the public open forum:

- Churches Together requested Town Council consider a much needed drop-in advice centre/café initiative in the town for distressed people to obtain information and assistance, also to incorporate a base for Street Pastors on weekends.
- St David’s Day Service to be held at St Mary’s Church, 10am on 1.3.12 – Father Lyndon invited all.
- Proposed developments in Portskewett
- Dog fouling in Caldicot, particularly lack of signage and prosecutions – **It was agreed to write to Mon CC to request signage**
- Appreciation for Town Council’s efforts in obtaining street lighting in Castle Lea

**8793 To Approve the Minutes of Full Town Council Meeting 25<sup>th</sup> January 2012 [Circ]**

**a) Mayor to Sign the Minutes**

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

**8794 Correspondence [Circulated unless marked\*]**

**(1) Network Rail**

**Re: Change to Caldicot Level Crossing  
[b/f TC 25.1.12] – further information**

Town Council considered further information from Network Rail in relation to the renewal of infrastructure at Caldicot Level Crossing.

**It was resolved to write to Network Rail accepting the proposals for change and requesting if the current employees will be protected.**

**(2) Mon CC**

**To note response re: Caldicot Castle**

**Town Council resolved to accept the offer for Mon CC to address Members in relation to the catering contract at Caldicot Castle once the tender process is completed.**

**Cllr A Easson declared an interest in this matter**

**(3) Countryside Council for Wales**

**To note impending review of maps of open access to mountain, moor, heath, down land and registered common land in Wales**

Town Council noted the impending review of maps from Countryside Council for Wales

**(4) Mon CC**

**Re: Making the most of Monmouthshire's Waterways**

Town Council considered correspondence from Mon CC advising of funding received through the Rural Development Plan for Wales 2007-2013 to help make more of the county's waterways through improved interpretation, signage and access.

**It was resolved to register an interest to increase public awareness of the Neddern Brook from the Site of Special Scientific Interest at the top via the lake at Caldicot Castle to the River Neddern and onto the River Severn by means of signage and seating areas.**

**(5) Welsh Government**

**Invitation for nominations for consideration for the New Year 2013 Honours List.**

**It was resolved to consider this item under Committee**

**(6) Mon CC**

**To note purdah guidelines/change of date for March Severnside Area Committee 21.3.12**

Town Council accepted the purdah 'guidelines for staff and councillors during election periods' and noted a change of date for the next Severnside Area Committee to be held at 2pm on 6.3.12 at the Pentecostal Church.

**(7) Welsh Government ARUP**

**To Note Public Exhibition M4 Enhancement 28.2.12 Ebenezer Baptist Church, Magor**

Town Council noted information in relation to 'Construction Information for Steelworks Access Road Phase 2.

Members were advised that no cycling provision was being provided along the access road and were referred to an on-line public petition in this matter.

**8795 Publications, Minutes, Etc [Displayed] – To Note available Town Council Office**

[A]NALC

DIS Issues 776/777

[B] Mon CC

CCTV Monitoring Statistics January 2012

[C]Larger Local Councils Cttee

Agenda/Mins 30.1.12

[D]Allotment and Leisure Gardeners

Issue No 1 – 2012

[E]STRI

Bulletin – January 2012

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

**8796 Planning [Displayed]**

**A) Planning Applications Received**

**DC/2010/00473[A]:** Retention and alterations of existing garage; demolition of existing outbuildings; and construction of a single storey garage and workshop area – The Coach House, 43 Church Road, Caldicot

**It was resolved to request a site meeting in this matter to include Town Council Ward Members.**

**DC/2012/00095:** Construction and erection of a double gable ended conservatory with dwarf walls – 9 The Close, Caldicot **TC Approved**

**B) Mon CC Planning Information Planning Permissions**

**i) Planning Permissions**

**DC/2011/01107:** Orangery to north east elevation – 21 Heol Towy, Caldicot

**ii) New/Completed Enforcement Cases 1.1.12 – 31.1.12**

**iii) Committee Agendas 14.2.12 – For Information**

Town Council noted Planning information (i) to (iii) above from Mon CC.

**8797 Finance [Circ]**

**a) To Approve Updated Cheque List Schedule February 2012**

**Town Council resolved to accept the updated Cheque List Schedule as circulated**

**8798 Members Items of Business [Circ]**

**i) Cllr M Stevens**

**a) Request for Town Council support in re-establishing a Community Aid Centre for Caldicot**

Cllr M Stevens requested Town Council's support on the principle of re-establishing a Community Aid Centre in Caldicot.

A Member outlined the original Community Aid Centre scheme which later became the 'Resource Centre' and referred to the closure of the scheme, six years ago, following the discontinuation of funding by Mon CC.

Members welcomed the proposal and suggested the setting up of a steering group in order to take this matter forward.

*Proceedings were suspended to allow PC Ioan Williams of Caldicot Police to contribute to this item*

PC Williams stated Caldicot Police fully supported such an important initiative for Caldicot and was enthusiastic to get on board.

PC Williams highlighted crime figures for the area from April 2011 to date demonstrating a significant advance of policing targets.

The Mayor thanked PC Williams for updating Members.

*Normal proceedings resumed:*

A discussion ensued and reference was made to Father Lyndon Harrison's appeal in this matter in the Public Open Forum.

Members referred to independent representation of the community via groups in the town, including Citizens Advice Bureau, although it was recognised that the steering group required to be manageable so as not to become a "free for all".

**It was resolved to obtain expressions of interest from local groups and Caldicot Police in order to set up a steering group in this matter.**

**b) Request for Town Council support to apply for free Tree Packs from The Woodland Trust**

Cllr Stevens requested Town Council's support to apply for free tree packs for planting at King George V Playing Fields.

It was stated that responsibility for any additional trees would lie with the Town Council.

**It was resolved to obtain further information and apply for free tree packs from The Woodland Trust and also refer this scheme to the Queen's Jubilee Committee.**

**ii) Cllr K Harris Re: Commemorative Gifts for Queen's Diamond Jubilee**

Cllr Harris requested Town Council consider giving the children of Caldicot a commemorative mug for the Queen's Diamond Jubilee, together with a picnic box to be handed out at the celebration event.

A discussion ensued and a Member of Caldicot Events Committee, for information only, advised that Wilkinson's had agreed to donate party bags for children so a picnic box would not be required.

In relation to the mugs it was stated that a member of 'Friends of Caldicot Castle' had recently purchased mugs at a reasonable cost.

A Member referred to the lighting of Beacons for the event and a Member of Caldicot Events Committee, for information only, advised that the group had registered for a Beacon to be lit on the roof of Caldicot Castle.

**It was resolved to agree in principle to the purchase of a commemorative souvenir for the Queen's Diamond Jubilee and to obtain costs and further information from 'Friends of Caldicot Castle' group for consideration at Planning & Resources Committee 13.3.12.**

**Cllrs D Evans, M Stevens and K Harris declared an interest in this matter.**

**8798 iii) Cllr D Ashwin Re: Planning Development Sudbrook Paper Mill & Treetops**

Cllr D Ashwin withdrew this item.

**iv) Cllr R Stewart Re: Fence at Children's Play Area – Spiney Park**

Cllr Stewart requested Town Council consider contributing towards a fence around the play area at Cas Troggy Park to prevent dogs from fouling in the play area, following the refusal by Mon CC to provide a fence due to insufficient funds.

A discussion ensued on the size and type of fence and the evidence for providing a fence as it was stated that some residents would not want the area to be fenced off. It was also stated that it was the responsibility of Mon CC to provide a fence and not Town Council who is responsible for its own play area at King George V Playing Fields.

Reference was made to tackling the root cause of dog fouling by reporting irresponsible dog owners to the Police.

**It was proposed and seconded to obtain costs for fencing around the play area. A vote ensued but the proposal was not carried.**

**It was resolved not to contribute towards a fence around the play area at Cas Troggy Park.**

**8799 Reports**

**a) To Note Play Working Party Report 8.2.12 – To Follow**

Town Council noted the above report, circulated at the meeting and that Welsh Government proposals in relation to play was available in Town Council office.

**b) Town Council Representatives on Outside Bodies**

Cllr V Lloyd advised that the Citizen's Advice Bureau was required to register as a company limited by guarantee, a structural change which would not affect the service.

Cllr A Perrett advised that Caldicot & Wentloog Flood Alliance had lost its legal challenge against the Farmers Union in respect of culpability in relation to sea defences.

**It was resolved to request further information in this matter from Brenda Lloyd, Secretary of Caldicot & Wentloog Flood Alliance.**

**c) Governors**

Cllr S Webb stated she had toured the new Dewstow Primary School and was impressed by its progress.

**d) Other**

Town Council was advised of a change of date for the Queen's Diamond Jubilee celebrations from Tuesday 5.6.12 to Monday 4.6.12 and that a full packed day of events was being planned following a "magnificent response" from groups and associations in the town.

**8800 RESOLVED - Exclusion of Press and Public – By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public were excluded from discussions on the following items 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:**

**Welsh Government**

**Invitation for nominations for consideration  
for the New Year 2013 Honours List.**

Town Council considered an invitation for nominations for the New Year 2013 Honours list.

**It was resolved that any nominations be provided to the Clerk in sealed envelopes by 5.3.12.**

**1. To consider tenders for Play Area [b/f TC 25.1.12]**

Town Council considered at length three tenders received for new play equipment.

**It was resolved to accept the tender from Wicksteed Leisure for new play equipment in the sum of £10,530 + VAT**

**2. To accept renewal of photocopier contract – 5 years [expires 31.3.12] [Circ]**

**It was resolved to renew the photocopier contract for 5 years as per the proposals set out by Konica Minolta.**

**3. To consider quotations following recommendations of Health & Safety Committee 25.10.11**

**i) Renewal of Fence at Oakley Way Allotments [Circ]**

**It was resolved to accept quotation from John Reece, as a preferred contractor, for renewal of fence at Oakley Way allotments at a cost of £600 + VAT.**

**ii) Renewal of Fence around Compound [Circ]**

**It was resolved to accept ‘Option 2’ of the quotation from John Reece, as a preferred contractor, for renewal of fence around Town Council compound, pending clarification of legislation in relation to barbed wire at a cost of £1,950 + VAT.**

**a) Removal of Soil from Compound Area [To Follow]**

Town Council considered the removal of excess soil held in the compound

**It was resolved that the Clerk makes the necessary enquiries and arrange for the soil to be removed from the compound.**

**iii) Repair and refurbishment of existing slabs around Bowls Green [Circ]**

**It was resolved to accept quotation from DCM Contracting, as a preferred contractor, for repair and refurbishment of existing slabs around the bowls green at a cost of £2,432.40 + VAT**

**Cllr K Harris declared an interest in this matter**

**4. To accept quotation for replacement office blinds - £122 + VAT**

**It was resolved to accept quotation from Best Buy Blinds for replacement blinds in Town Council office at a cost of £122 + VAT.**

The Chairman of Health & Safety Committee referred Members to the inefficiency of the existing entrance doors to the building and the amount of heat being lost through them.

**It was agreed to obtain quotations for replacement doors to Town Council building.**

The meeting closed at 8.15pm