

**Minutes of Caldicot Town Council held at 6.30pm on Wednesday, 29<sup>th</sup> April 2015 at Caldicot Town Council**

**Present:** Cllrs: A Davies, Mayor  
D Evans, Deputy Mayor  
A Easson  
J Haskey  
F J Harvey  
R J Higginson  
A Lloyd [6.40pm/left 8.30pm]

G Owen  
F Rowberry  
M Stevens  
R Stewart  
P Watts  
S Webb  
J Williams

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

The Mayor welcomed Insp Lysha Thompson to the meeting

**9371 Apologies**

Apologies were received from Cllrs D Ashwin, W Conniff, P Stevens

**9372 Declarations of Interest – To be identified under the relevant item/Forms to be completed**

**Cllrs D Evans, R J Higginson and P Watts declared an interest in planning**

**Cllr J Haskey declared an interest in Min 9376 (10) and (10a)**

*Town Council undertook one minute's silence in respect of the recent passing of former Morières Twinning President M Jean Barret and agreed to send a letter of condolence on behalf of Town Council.*

Cllr A Davies welcomed Cllr Jeff Williams to Town Council.

**9373 Open Forum for Public Participation [max 15 mins at Mayor's Discretion]**

The following items were raised during the Public Open Forum:

- Introduction to Waitrose Give & Gain Event to be held 10am on Friday 15<sup>th</sup> May 2015
- Woodstock Way Car Park

**9374 Suspended Proceedings – Caldicot Police - see also Appendix A**

Inspector Lysha Thompson thanked Town Council for their support in allowing the use of Town Council building for the 'Your Voice' surgery held 23.5.15; introduced the initiative and advised of local priorities raised at the surgery.

Insp Thompson answered Members' questions and advised on the following:

- Area behind Good Measure
- Storewatch
- Arson Awareness Events
- Denny View playground
- 20mph zones

**9375 To Approve the Minutes of Full Town Council Meeting 25<sup>th</sup> March 2015 [Circ]**

**a) Mayor to Sign the Minutes**

*Cllr A Easson made reference to the accuracy of Min 9346 [TC 25.2.15] which the Clerk advised had subsequently been approved and duly signed at Town Council meeting 25.3.15. Cllr Easson "challenged Town Council to correct the minutes"*

*Cllr Easson refuted Min 9358*

*The Clerk was requested to seek advice in relation to rescinding Min 9346*

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

**9376 Correspondence [Circulated unless marked \*]**

**\* (1) St Mary's Luncheon Club – Appreciation of £2,000 Donation**

Town Council noted the appreciation of £2,000 donation from St Mary's Luncheon Club

**(2) Branch Champion, Waitrose – Give and Gain 15<sup>th</sup> May 2015**

Town Council noted an invitation from Waitrose to the 'Give and Gain' networking event, to be held at 10am on 15<sup>th</sup> May 2015 for Caldicot businesses, charities and community organisations to tackle the big issues facing the local area.

**\* (3) Plot holders 22 & 27 SL Allotments – Request Permission to site sheds on plots**

**Town Council resolved to approve the requests to site a small shed on plots 22 & 27 Sandy Lane allotments.**

**\* (4) Oberburgermeister Walter Heiler – Regret unable to visit Caldicot 27.6.15**

Town Council noted Oberburgermeister Walter Heiler is unable to visit Caldicot for the Proclamation Ceremony to be held at Caldicot Castle 27.6.15

**(5) Resident, Denny View – Re: Playarea Denny View**

Town Council considered correspondence from a resident advising of youths congregating on the newly installed play equipment in Denny View.

**It was resolved to acknowledge the resident and forward the correspondence to Caldicot Police.**

**(6) Amion Consulting – Re: Museums/attractions**

Town Council noted correspondence from Amion Consulting, the appointed consultants to work with Mon CC museums service and cultural attraction; requesting feedback on the museums/attractions to develop a strategy for the future.

**(7) Plot holder, Oakley Way Allotments – Re: Increased rents from 2016**

Town Council considered correspondence from an allotment plot holder, requesting an explanation of increased rents from 2016 for working tenants only.

A discussion ensued and it was agreed to write to plot holders to advise that should they have any allotment issues they are invited to bring them to the Health & Safety/Allotment Cttee meetings for consideration which would be held twice per year. The Clerk advised that this would involve sending out approximately 75 letters to allotment plot holders.

**It was resolved to write to advise that should they have any allotment issues they are invited to bring them to the Health & Safety/Allotment Cttee meetings for consideration**

**9376 (8) Mon CC – Request to consider poster application for Caldicot town market**

Town Council considered a request from Mon CC to consider a poster application for Caldicot town market which does not quite comply with Mon CC criteria.

**It was resolved to support the poster application to site 2 x 2' x 1'6" posters on (1) the grass verge near bus stop 50 metres before St Pierre Golf Club Entrance A48 westbound and (2) small garden area outside Caldicot One Stop Shop**

**(9) To Note M Jean Barret, previous Twinning President, Morières passed away 16.4.15**

Town Council noted the passing of M Jean Barret.

**(10) Monmouthshire Housing Assoc. [MHA] – To Consider Response re: dog bin Park Road/Firs Road [TC 24.9.14 - Min 9267(d)]**

Town Council considered the response from MHA to site a dog bin on the corner of Park Road/Firs Road.

Cllr J Haskey reiterated her request for a dog bin in the area following consultation with local residents.

A discussion ensued and Members were disappointed with the response as it considers dog fouling a serious public health hazard and is offering to site and empty a dog waste bin at no cost to MHA.

**It was resolved to write to John Keegan, Chief Executive Officer, MHA to address this issue and reconsider Town Council's request to site a dog waste bin on the corner of Park Road/Firs Road**

**Cllr J Haskey declared an interest in this item**

**(10a) To Note Dewstow Ward Member Response re: (10) above**

Town Council noted the above response from Ward councillor J Haskey.

**Cllr J Haskey declared an interest in this item**

**(11) Mon CC – Give Dog Fouling The Red Card - invitation to working group meeting 19.5.15 [TC Rep– Cllr P Watts]**

Town Council noted that 12 Town and Community Councils including itself had expressed an interest in participating in the Give Dog Fouling The Red Card Scheme.

**It was resolved that Town Council's representative attend the meeting 19.5.15**

**(12) One Voice Wales – To Note Local Government (Democracy) (Wales) Act 2013 (Commencement No 2) Order 2015 with effect from 1<sup>st</sup> May 2015**

Town Council noted the above Order with effect from 1<sup>st</sup> May 2015.

**9377 Publications, Minutes – To Note available Town Council Office***[NB: One Voice Wales responds to Welsh Government consultations on behalf of Town Councils via a network of volunteer responders: interested councillors require e-mail address]*

- [A] SLCC – Reforming Local Government: Power to Local People (Pencoed 19.3.15)
- [B] MCC – Agenda/Mins Severnside Programme Board 24.3.15
- [C] ASB & CCTV Coordinator, MCC – CCTV Monitoring Report Feb 15
- [D] One Voice Wales – Agenda/Mins Larger Local Councils Committee 15.4.15
- [E] South Wales Fire & Rescue Service – survey <http://bit.ly/swfrshaveyoursay>
- [F] Welsh Government – CADW Heritage Sites – ‘Kids Go Free’ day 17.5.15
- [G] Fields in Trust – Spring Newsletter
- [H] Caldicot Foodbank – Spring Newsletter
- [I] One Voice Wales – Monmouth/Newport Area Cttee Agenda/Minutes 16.4.15
- [J] STRI – Bulletin, April 2015
- [K] One Voice Wales (i) The Voice, Issue 26, 2015  
(ii) Programme 2015 [www.walesremembers.org/1915-1918-programme](http://www.walesremembers.org/1915-1918-programme)  
(iii) Circular: Code of Practice on Workforce Matters 2014  
(iv) Response to White Paper Reforming Local Government: Power to the People

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

**9378 Planning [Displayed – on receipt of applications]**

**A) Planning Applications Received**

**DC/2015/00322:** Modification or Removal of Condition – Removal of condition 6 from planning consent DC/2013/00921 Asda Woodstock Way Caldicot  
**TC Refused\***

**\*Additional general disruption to residents, ie noise and lighting**

**DC/2015/00412:** Outline Planning Permission – Detached Dwelling 1 The Avenue, Caldicot  
**TC Refused\***

**\*Access issues onto main road/Increased traffic volume**

**DC/2015/00450:** Modification of condition no 3 of planning permission 27283 – continuation of sand extraction until 30<sup>th</sup> June 2022 –Bedwin Sands, The Severn Estuary, Nr Chepstow **TC Refused\***

**\*Concerns re: impact on flooding**

**B) Mon CC Planning Information**

**i) Planning Permissions**

**DC/2015/00111:** Single storey extension to rear of dwelling – 40 Wentwood View, Caldicot  
**TC App 13.1.15**

**DC/2014/00692:** Residential development with associated works – land at 252 Newport Road, Caldicot  
**TC Ref 8.7.14\*/ TC Ref 29.10.14\***

**\*Overdevelopment of site**

**TC Ref 25.2.15\*\***

**\*\* Access onto narrow private road**

Town Council noted the above planning Information from Mon CC

**9379 Finance [Circulated unless marked \*]**

**a) To Approve Updated Cheque List Schedule March 2015**

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

**b) Correspondence MCC Re: Town Council Contribution £10,000 to Proclamation Ceremony to be held at Caldicot Castle 27.6.15 [NB: Information not received to date]**

Town Council considered correspondence from Mon CC requesting clarity on its contribution to the Eisteddfod 2015 together with correspondence from Dr Norman Chamberlain, Treasurer for the Chepstow and Caldicot fund raising areas of Monmouthshire requesting the £10,000 contribution to the fund.

A discussion ensued regarding the proposed donation towards the Proclamation Ceremony to be held at Caldicot Castle, appreciation of which had previously been received from Mon CC Cabinet Member and noted by Town Council [TC 25.3.15 Min 9359 (1)]

The Clerk advised she had requested further information on the Proclamation Ceremony from Mon CC and Dr Chamberlain for audit purposes but had not received any information to date. The Clerk referred to previous advice from the auditor with regard to donations to National Charities.

**It was resolved to defer this item pending advice from Internal Audit.**

**c) To Approve Clerk & Admin Assistant attendance at SLCC/OVW Conference 14.5.15 Llandrindod Wells £69 + VAT + Invitation to Councillors to attend**

It was proposed to permit the Clerk to attend the above SLCC/OVW Conference. The Clerk advised that the Conference was the SLCC Annual Conference which the Administrative Assistant had previously attended.

**It was resolved to approve the Clerk only attend the above Conference 14.5.15.**

**9380 To Approve Minutes/Consider Recommendations of Personnel Committee 2.4.15 [CIRC] - also see Committee**

**It was resolved to consider this item in Committee.**

**9381 To Approve Minutes/Consider Recommendations of Personnel Committee 22.4.15 [CIRC]**

**It was resolved to consider this item in Committee.**

**9382 To Approve Minutes/Consider Recommendations of Health & Safety Cttee 8.4.15 [CIRC] - see Committee for quotations**

The Minutes of Health & Safety Cttee 8.4.15 were approved – see also Min 9389 below

**9383 To Consider Motions for 2015 Annual Conference/AGM 3.10.15 – No Later than noon on Thursday, 30<sup>th</sup> April 2015 [CIRC]**

In view of the imminent deadline to submit a motion for the 2015 Annual Conference/AGM it was proposed to re-submit the motion put forward to the 2014 Annual Conference/AGM.

It was also agreed to consider motions for 2016 Annual Conference/AGM in January 2016.

**It was resolved to put forward the following Motion for Debate: Caldicot Town Council objects to any further increase in tolls on the Severn River Crossings and when paid for should be abolished altogether**

**9384 Devolution of Services – Severnside Cluster Group meeting 8<sup>th</sup> April 2015 - Address by Lyn Cadwallader, Chief Executive One Voice Wales - Implications for Community and Town Councils/Community Asset Transfers in Wales – A Best Practice Guide [CIRC]**

Town Council noted the above guidance from One Voice Wales.

**(a) Public Conveniences Jubilee Way – Update from MCC [CIRC]**

Town Council considered an update on the transfer of Jubilee Way public conveniences from Mon CC.

A discussion ensued and Members were unhappy that the toilets remained closed following their recent refurbishment as numerous complaints had been received by Members. It was stated that the toilets remained the responsibility of Mon CC and there was no reason why Mon CC could not open and continue to control them until the transfer to Town Council takes place.

It was stated that inspection of the toilets, prior to transfer was urgently required to create a “snagging list” for Mon CC to address prior to transfer. The Clerk advised that Ellis Whittam Health & Safety Consultant had offered a half day visit to inspect the toilets from a Health & Safety point of view and to advise on asbestos and electrical certificates etc and was available on 13<sup>th</sup> May 2015. Members did not consider this date acceptable as they wished to inspect the toilets urgently themselves and that Ellis Whittham could visit later.

Members were also unhappy with the slow progress in this matter. The Clerk advised that no legal documents had been received from Mon CC in relation to the transfer. County Cllr D Evans advised that the documentation was ready at Mon CC but was waiting for Town Council to inspect before being sent out.

A Member requested the invoice for £6,750 is not raised against Mon CC until the toilets have been officially inspected and accepted, particularly as it was considered that the disabled toilet was not fit for purpose and required a proper assessment.

Reference was made to the alarm cord not presently connected to any call centre.

**It was resolved:**

- i) to arrange a site inspection with officers of Mon CC at 10.30am on Tuesday 5<sup>th</sup> May in order for Members to create a “snagging list” for Mon CC to address prior to transfer**
- ii) to request Mon CC open the toilets under its control until such time as the official handover to Town Council**

**i) To Note Correspondence from WPS Insurance Re: Public Conveniences**

Town Council noted correspondence from its Insurance Company advising of no insurable interest in the Public Conveniences until such time as a signed formal agreement between Mon CC and Town Council is in place.

**9384 ii) To Consider Employment Status – see correspondence Ellis Whittham [CIRC]**

**It was resolved to consider this item in committee.**

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

**9385 King George V Playing Fields**

- (i) Town Council Compound – NB: TC 26.11.14 Min 9300 “It was recommended and resolved that this project be put on hold for the time being”- To Consider Correspondence from Churches Together [Circ]**

Town Council noted correspondence from Churches Together advising they are not able to carry on with the proposed compound project.

The Chair of the working group expressed disappointment and advised she would be calling a meeting of the working group and requested other members advise Town Council office of their availability for a meeting.

- (ii) Caldicot AFC – To Note agreement signed 20.12.14 – Caldicot AFC gates remain closed during day [against Trustee regulations] [Min 9302 – TC 26.11.14 – It was resolved that the gates be locked at night by the club and our key holder open the gates in the morning – See Health & Safety Cttee 8.4.15 above**

**It was resolved to consider this item in committee.**

- (iii) To arrange Date for KGVPF User Sub-Committee**

**It was resolved to arrange a meeting of KGVPF User Sub-Committee**

- (iv) Caldicot AFC – Request for pitch re-instatement to take place 18.5.15**

**Town Council resolved to approve the request for pitch re-instatement works to take place 18.5.15 at Caldicot AFC expense.**

*Normal proceedings resumed*

**9386 Town Council Newsletter Update**

- (i) To Note Cllr J Harvey resignation from Working Group**

Town Council noted Cllr J Harvey resignation from Working Group.

A discussion ensued and the Mayor offered his personal opinion in relation to Town Council's efforts in producing a newsletter. A Member stated Town Council consisted of 17 Members and not just the 3 on the working group who should have involvement in the production of a newsletter and referred to previous newsletter published in Severnside News.

**It was resolved to form a new Newsletter Working Group at the Annual Meeting**

- (ii) Costs of Printing/Delivery Received from Storm Marketing & Magor Printing [Circ]**

**It was resolved to defer printing/delivery costs to the new working group**

**(iii) To Note closing deadline 3.8.15 for Sept/Oct edition of Severnside Area News**

Town Council noted closing deadline for Sept/Oct edition of Severnside Area News

**9387 To Arrange Date for Annual Meeting**

**It was resolved to arrange Annual Meeting to be held at 6pm on Wednesday 20<sup>th</sup> May 2015**

**9388 Reports**

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

The Mayor advised he had attended the Larger Local Councils meeting at which the main topic of discussion was devolution of services.

**b) Governors**

Cllr S Webb as Governor for Dewstow Primary School updated Members in relation to post inspection reports, dog fouling issues around the school.

**c) Other**

Cllr D Evans as chairperson of Caldicot Events Committee advised Members that Caldicot Carnival would be held on 28<sup>th</sup> June 2015 in Caldicot Castle grounds.

**9389 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:**

- (i) See Min 9380 - To Approve Minutes/Consider Recommendations of Personnel Committee 2.4.15 [CIRC]**

The Minutes were approved as a true record.

- Ref: (a) Approved  
(b)(c) Await further clarification from Mon CC  
(d) Await further information from AS

The Mayor referred to the Ellis Whittham Handbook adopted by Town Council.

**Min 9381- To Approve Minutes/Consider Recommendations of Personnel Committee 22.4.15 [CIRC]**

The Minutes were approved as a true record subject to the inclusion of a recommendation to interview prospective candidates.

- (ii) To consider Health & Safety Quotations - tree TC grounds  
- light fittings TC meeting room/office**

Town Council considered quotations for identified health & safety issues above.

**It was resolved:**

- **to accept quotation from tr33 to fell tree in Town Council grounds at a cost of 190.00 + VAT**
- **to accept quotation from Aztec Alarms to upgrade lighting in Town Council office and meeting room at a cost of £135.00 and reference was made to the inclusion of covers**

**9389 (iii) Tymperley's Nursery**

**It was resolved to employ Town Council professional services to market/lease the property which will become vacant from August 2015.**

***(9384)(ii) To Consider Employment Status – see correspondence Ellis Whittham [CIRC]***

Town Council noted correspondence from Ellis Whittham in relation to the employment status for the opening/closing/cleaning of the public convenience.

***(9385)(ii) Caldicot AFC – To Note agreement signed 20.12.14 – Caldicot AFC gates remain closed during day [against Trustee regulations] [Min 9302 – TC 26.11.14 – It was resolved that the gates be locked at night by the club and our key holder open the gates in the morning – See Health & Safety Cttee 8.4.15 above***

The Mayor stated Town Council had made a decision in relation to Caldicot AFC gates which he had assumed had been implemented. The Clerk advised it appeared the decision had not been followed through and that the gates KGVPF were not the responsibility of Town Council. The Clerk also clarified the fee for the opening/closing of council gates.

**It was resolved:**

- to advise Caldicot AFC that Town Council was unable to provide a service to open the gates**
- to advise Caldicot AFC to open the gates**
- to request Caldicot AFC provide available dates for a User Sub-Committee KGVPF**

**Cllrs F Rowberry and M Stevens declared an interest in this item and left the room**

The meeting closed at 8.40pm

.....  
Mayor/Deputy Mayor

## **Appendix A**

### **Council Report**

**24<sup>th</sup> March – 28<sup>th</sup> April 2015**

#### **Anti Social Behaviour – 8 Calls**

- 4 calls for youths playing football on the town
- 1 call youths playing in the old white heart ground and smashing glass – ASB letters have been sent home to the parents.
- 1 call youths starting a fire – area searched no youths located.
- 2 calls youths causing problems outside Asda

#### **Burglary – 3 Calls**

- 1 call Mill Lane
- 1 Dewstow Rd
- 1 Newport Rd – all on going enquiries

#### **Theft from Motor Vehicle – 3 Calls**

- 1 call Alianore Rd
- 1 call Station Rd – both left insecure
- 1 Ebbw Rd

#### **Shoplifting – 10 Calls**

- 3 calls Asda – caught and dealt with
- 3 calls Waitrose 2 dealt with 1 enquiries on going
- 1 call One Stop Shop – Fixed Penalty Ticket given £100.00
- 3 calls Co-op 1 dealt with 2 enquiries ongoing

#### **Criminal Damage – 3 Calls**

- 1 call car damaged
- 1 call shop window smashed
- 1 living room window smashed

#### **Drugs – No Calls**

#### **Results from ‘Your Voice’ Surveys**

- Castle Ward – Parking and Speeding
- Dewstow Ward – Parking and Speeding
- Green Lane Ward – Youth Nuisance
- Severn Ward – Drug Issues
- West End Ward – Drug Issue

#### **Other issues that came up were Litter and Dog Fouling**