

CALDICOT TOWN COUNCIL

Minutes of Caldicot Town Council held at 6.30pm on Wednesday 29th October 2008 at Caldicot Day Luncheon Centre

Present: Cllrs: D Evans, Mayor
P Watts, Deputy Mayor
D Ashwin
J Bond
A Easson
J Haskey
R J Higginson
V Lloyd
S Webb

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

8118 Apologies

Apologies were received from Cllrs C Ashwin, J Daniels, K Harris, J Marshall A Perrett, M Stevens, R Stewart

8119 Open Forum for Public Participation

The following issues were discussed in the Open Forum for Public Participation:

- Letters published in Free Press/South Wales Argus
- Hire of Town Council building
- Possibility of building Community Hall on King George V Playing Fields

8120 Declarations of Interest – to be identified under the relevant item

Cllr D Ashwin declared an interest in Min 8125B(ii)

Cllr D Evans declared an interest in Planning matters

Further declarations of interest to be identified under the relevant item

8121 To Approve the Minutes of Full Town Council Meeting 24.9.08 [Circ]

a) Mayor to Sign the Minutes

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

8122 To Approve the Minutes of Planning Committee 14.10.08 [Circ]

a) Mayor to Sign the Minutes

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

8123 Correspondence [Circ unless marked*]

* (1) Mon CC

**Re: Address - Proposed Second Supermarket
– awaiting response re: 26.11.08**

Town Council noted no response to date in this matter.

Cllr A Easson declared an interest in this matter

* (2) Wales Air Ambulance

Appreciation for £100 donation

Town Council noted the appreciation for £100 donation from Wales Air Ambulance.

8123 (3) Resident

Object to bus shelter at Green Lane

Town Council considered objections from a resident to the proposed bus shelter at Green Lane.

It was resolved to acknowledge receipt of the correspondence and defer the objections for consideration at Estimates Committee.

(3a) Resident

Copy objection to bus shelter at Green Lane

Town Council noted copy objection to Mon CC re: proposed bus shelter at Green Lane.

(4) Mon CC

Highways Feedback

Town Council noted statistical highways feedback from Mon CC.

It was resolved to request Mon CC address Town Council on highways issues in Caldicot.

(5) Mon Local Health Board

Re: Clinical Futures Meeting – 6pm on 10.11.08 at Usk Scout Hall, Maryport St, Usk

It was resolved that the Mayor and Deputy Mayor attend the above Clinical Futures meeting.

(6) One Voice Wales

Re: Consumer Focus Wales

Town Council noted correspondence in relation to Consumer Focus Wales

(7) Mon CC

Re: Road Safety Strategy – Caldicot

Town Council noted correspondence from Mon CC advising that traffic calming measures in Mill Lane had been suspended whilst the council carries out a wider review of its Road Safety Strategy and traffic calming measures.

It was resolved to request Mon CC address Town Council on the Road Safety Strategy in conjunction with highways issues in Caldicot [see (4) above].

(8) Monmouthshire Housing

Re: Complaints

Town Council considered correspondence from Monmouthshire Housing requesting a meeting with Town Council to discuss Members' concerns.

It was resolved to accept Monmouthshire Housing's request to meet with Town Council.

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

(9) Chief Constable Mick Giannasi

Re: Inspector J Smith, Caldicot

Town Council noted correspondence from Chief Constable Mick Giannasi in relation to change of Inspector in Caldicot.

(10) CCTV Development Officer

Caldicot CCTV

Town Council considered correspondence from the CCTV Development Officer in relation to the additional CCTV camera in the town centre.

Cllr D Evans updated Members in relation to the additional ‘domed’ camera in the town centre and upgrade to the two cameras at either end of the town centre. Cllr Evans stated he was liaising with Mon CC Area Services Officer to set up a presentation for shopkeepers and the public to view the current CCTV system in the town centre

8123 (11) Monitoring Officer, Mon CC

Re: Committees

Town Council noted correspondence from the Monitoring Officer, Mon CC in relation to Town Council Committees.

(12) Welsh Local Government Association

Local Government Pay Negotiations 2008/To Approve Salary Award

Town Council resolved to approve the Local Government Salary Award 2008/2009 with effect from 1st April 2008 and noted this matter had been referred to arbitration.

Cllr R J Higginson declared an interest in this matter

8124 Publications, Minutes, Etc [Displayed]

[A] NALC	Direct Info Service issues 692 – 694 (inc)
[B] Plus Publishing Services	Local Council’s Update Issue No 107/8
[C] Môr Hafren Area Cttee	Agenda/Minutes 24.9.08
[D] Caldicot Medical Group	Notice of Next Meeting Magor Surgery 11.11.08
[E] Gwent Community Health Council	Agenda/Minutes 30.9.08
[F] Gwent Levels Flood Defence Alliance	Agenda/Minutes 21.10.08
[G] Severn Tunnel Action Group [STAG]	Response - Draft Transport Plan Consultation
[H] National Association of Councillors	Notice of AGM – 8.11.08, Llandrindod Wells
	Minutes 13.9.08
[I] Welsh Assembly Government	Clean Neighbourhoods and Environment Act
	Guidance for Community and Town Councils
	In Wales
[J] Fields in Trust	Newsletter – Autumn 2008
[K] Monmouthshire Health Alliance	Partnership News, Summer 2008
[L] MAB	Bulletin, September 08
[M] Tree News	Issue 15 Autumn/Winter 2008
[N] Play for Wales	Autumn 2008
[O] CCTV	Crime Statistics
[P] One Voice Wales	Copy LLC Presentation 16.10.08

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

8125 Planning [Displayed]

A) Planning Applications Received

DC/2008/01108: External lighting to existing car parks – Ysgol Y Ffin, former Sandy Lane Infants School, Sandy Lane, Caldicot [b/f TC 14.10.08] – Requested Presentation – see B iii below

TC Approved

Cllr S Webb declared an interest in Plan DC/2008/01108

8125 B) Mon CC Planning Information

i) Approval of Planning Permission

DC/2008/00995 Shop fascia sign – Unit 11 Wesley Buildings, Newport Road, Caldicot

TC App 9.9.08

ii) Notice of Appeal Against a Refusal

DC/2008/00054: Outline Planning Permission – Building plot in garden – 63 Sandy Lane, Caldicot

TC App 12.8.08

Cllr D Ashwin declared an interest in Plan DC/2008/00054

iii) Mon CC Response re: DC/2008/01108: External lighting to existing car parks – Ysgol Y Ffin, formerly Sandy Lane Infants School, Caldicot [Circ]

Lighting Lux Levels Displayed

Town Council noted response from Mon CC in relation to Plan DC/2008/01108.

iv) Correspondence re: DC/2008/00868: 93 Wentwood View, Caldicot [Circ]

Town Council considered Correspondence from Mon CC in relation to Plan DC/2008/00868.

It was resolved:

- i) that Ward Members attend the site inspection for the above planning application**
- ii) that Cllr J Bond represent Town Council at Planning Committee 18.11.08.**

v) Planning Committee Agenda – 21.10.08

Town Council noted the above Planning Information from Mon CC.

8126 Finance [Circ]

A) i) To Approve Updated Cheque List Schedule

It was resolved to approve the updated Cheque List Schedule as circulated

ii) To Approve Updated Donations and Contributions Schedule

It was resolved to approve the updated Donations and Contributions Schedule as circulated

iii) To Approve Financial Comparisons 1.7.08 – 30.9.08/1.4.08 – 30.9.08

It was resolved to approve the above Financial Comparisons as circulated

iv) To Arrange Date for Town Council meeting [Estimates] – 7pm 11.11.08 [Following Planning Committee]

A discussion ensued regarding a Special Meeting to consider Town Council Survey, prior to consideration at Estimates, and to the statutory 3 days' notice for meetings.

It was resolved to arrange a meeting to consider Estimates at 7pm on 11.11.08

8126 B) To Consider LGA 1972 Section 137 Applications for Grant

(1) Caldicot Community Committee

Town Council considered grant application for £2,000 from Caldicot Community Committee for Christmas Lighting Celebrations.

It was resolved to donate £2,000 to Caldicot Community Committee

(2) Caldicot Website Committee

Town Council considered grant application for £200 from Caldicot Website Committee for hosting fees for Caldicot.com, plus incidental expenses.

It was resolved to donate £200 to Caldicot Website Committee

(3) Support our Soldiers [SOS]

Town Council considered grant application for £99 from S.O.S. Support Our Soldiers for care packages for welfare of Soldiers

It was resolved to donate £99 to S.O.S. Save Our Soldiers

(4) Caldicot Castle AFC

Town Council considered grant application for £1,200 from Caldicot Castle AFC to replace the floor in the club house due to flooding.

It was resolved to donate £1,200 to Caldicot Castle AFC

Cllr R J Higginson stated he would advise the applicant re: Welsh Church Fund.

C) i) Caldicot Community Carnival – To Note Return of Cheque £1,470.62 [including receipts for disbursements - ref TC 24.9.08 Min 8108 (2a)]

Town Council noted refund from Caldicot Community Carnival of £1,470.62, including receipts, re: cancellation of Caldicot Carnival.

ii) Bethany Baptist Fellowship [FLAVA] – To Note Receipts received for Start Up Costs for Youth Group [£2,700]

Town Council noted receipts received for start up costs from Bethany Baptist Fellowship.

iii) Caldicot & District Chamber of Commerce & Trade - Re: Cancellation of August Festival/Returned Cheque £1,000 – August Festival 2008 Accounts/Cancellation Summary [Circ]

Town Council noted refund from Caldicot & District Chamber of Commerce & Trade of £1,000 re: cancellation of August Festival.

It was requested why Caldicot & District Chamber of Commerce and Trade could not claim against “Rock in the Dell” as it was stated that the unsuitable ground conditions were caused following the “Rock in the Dell” event.

It was resolved to request receipts for the £1,000 together with a signed “Preparation and Certification” sheet by the Independent Certifier.

8127 Items of Business Submitted by Members [Circ]

- (1) Cllr R Stewart** **- Re: Citizens Awards**
- Re: Dog Fouling Bins

In the absence of Cllr R Stewart this item was withdrawn from the agenda.

8127 (2) Cllr R J Higginson **- Re: Declarations of Interest**

Cllr R J Higginson requested Town Council adopt a “Declaration of Interest Form” [as circulated] to be filled in by individual Members at each meeting in order to advise of declarations under the relevant sections of the Code of Conduct and to assist with record keeping in Town Council office.

Cllr Higginson stated that the written declaration by Members would be in addition to the verbal declarations made at the meetings.

It was resolved to adopt a “Declaration of Interest Form”, to be filled in by individual Members at each meeting on a trial basis for 1 year.

(3) Cllr A Easson **- Re: 125 Newport Road**

Cllr A Easson requested Town Council urge Mon CC to address the “eyesore” at 125 Newport Road, take over the site and complete the development for the benefit of the community, following the halted McCarthy & Stone development at that site.

It was resolved to write to Mon CC to ensure the boarded area around the site is made safe and to request trees be planted around the perimeter to approve appearance.

- Re: Request for Bus Shelter – Longfellow Road

Cllr Easson requested Town Council consider the erection of a bus shelter at the top of Longfellow Road for the Newport bound service.

It was resolved to defer the request to Estimates Committee.

(4) Cllr J Bond **- Re: Caldicot Castle**

Cllr J Bond requested Mon CC provide a copy of their plans for events in the Castle in 2009, to include opening on St David’s Day, in order to consult with Town Council on those plans.

Reference was made to Town Council’s previous meeting with Liz Hackett-Pain and Mon CC Officers when assurances were given by Mon CC regarding the opening of the Castle.

It was resolved to write to Mon CC to request a copy of its plans for events in the Castle in 2009.

Cllr A Easson declared an interest in this matter

(5) Cllr J Bond **- Re: Caldicot Community Orchard**

It was agreed to consider this item under King George V Playing Fields Trustees [see below].

8128 To Arrange Date for Twinning Committee/Health & Safety Committee

It was resolved to arrange a meeting of Twinning Committee at 4.30pm on Thursday 6.11.08

8129 Armistice Day/Parade – Sunday, 9.11.08, meet at 10.15am Jubilee Way Car Park

a) Correspondence Royal British Legion [RBL] [Circ]

Tow Council noted the arrangements for Remembrance Day and Remembrance Sunday organised by Caldicot & District RBL.

b) Correspondence Mon CC [Circ]

Town Council noted the Mon CC arrangements for firing rockets/maroons in the grounds of Caldicot Castle on 11th November 2008.

c) Annual Sunset Service – Sunday 9.11.08, 4pm at Celtic Cross

Town Council noted usual arrangements for the Annual Sunset Service at the Celtic Cross.

Proceedings were suspended to allow trustees to consider the following:

8130 King George V Playing Fields

Cllr J Bond - Re: Caldicot Community Orchard

Cllr J Bond requested Town Council's support in principle for Caldicot Transition Group to apply for a CEDS grant to plant an orchard for recreational use at King George V Playing Fields.

A discussion ensued and reference was made to maintenance and vandalism.

It was resolved to support, in principle, to an Orchard being planted at King George V Playing Fields.

a) To Consider Signs/Dog Waste Bin - Location at KGVPF [Circ]

Town Council considered and approved the proposed signs for KGVPF.

It was resolved to request quotation for bilingual signs.

b) Caldicot Bowls Club – Re Winter Maintenance to Buildings [Circ]

Town Council noted essential maintenance to the Bowls Club changing rooms at no cost to Town Council.

c) To Consider Replacement Item of Play Equipment [b/f TC 14.10.08]

It was resolved that Members consult with the public for ideas for a replacement item of play equipment for consideration at Estimates Committee.

Normal proceedings resumed.

8131 To Consider Hire Agreement – Town Council Building [b/f TC 14.10.08] [Circ]

a) To Consider Booking Arrangements – Fairness of Hire

Town Council considered draft Hire Agreement for Town Council building.

A discussion ensued and reference was made to current bookings being charged per session rather than hourly. It was stated that hire fees would be considered at Estimates Committee and that hiring the hall from 6–8pm and 8–10pm each evening would allow for additional groups to use the building.

It was resolved to adopt the Hire Agreement as circulated, subject to ‘Receipt Number’ being added with implementation of the Hire Agreements as soon as practicable.

8132 To Consider Town Council Website [b/f TC 24.9.08] [Quotation Received from TC Computer Support]

It was resolved to defer this item to Personnel Committee.

8133 Christmas Lighting – Update

The Clerk updated Members in relation to Christmas lighting, advising that permission had been given by Mon CC for additional lighting displays to lampposts at West End and Oakley Way. The installation Contractor had assessed West End and Oakley Way lampposts for the proposed additional lighting displays and had advised of suitable lampposts.

It was considered that as Oakley Way could only accommodate 2 lighting displays to lampposts additional lights could be purchased for the Christmas tree at Oakley Way.

It was resolved:

- i) to install 4 lighting displays at West End**
- ii) to install 2 lighting displays at Oakley Way**
- iii) to purchase additional lights for Christmas tree at Oakley way**

8134 Reports

a) Town Council Representatives on Outside Bodies

There were no reports

b) Mon CC Summer Playscheme – any report 23.10.08 – Cllrs DE, PW, JB

Cllr P Watts updated Members on the recent meeting with Mon CC and referred to local surrounding Community Councils’ contribution to Summer Playscheme.

It was stated that this item would be considered in Estimates Committee.

c) Governors

Cllr D Evans updated Members on the proposed diversion of footpath at Castle Park School.

d) Other

There were no other reports.

8135 Committee – the public and press were excluded 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 Grounds Maintenance Contract/Play Area Gates

Town Council considered alternative arrangements for opening/closing the play area gates and reference was made to CRB checks being required to undertake this function.

Town Council was advised of the contractor’s quotation for litter picking to Town Council building 3 weekly and not 3 times per week.

Clarification was requested in relation to the frequency for cutting of Caldicot RFC ground at a cost of £90 per cut.

It was resolved:

- i) to offer opening/closing the play area gates daily to JP for annual fee of £1,000**
- ii) to request the advice of Caldicot Police re: CRB checks**
- iv) to accept quotation from Willow Landscapes for £624 to litter pick Town Council building 3 times per week**
- v) to write to Caldicot RFC in this matter**

Cllr R J Higginson declared an interest in Caldicot RFC and left the room during consideration of grass cutting at Caldicot RFC ground

ii) To Consider STRI Inspection Report – Caldicot Bowls Green

It was resolved to accept STRI Inspection Report on Caldicot Bowls Green and to forward a copy of the report to the Bowls Green Contractor.

The meeting closed at 8.30pm

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Mayor/Deputy Mayor