

CALDICOT TOWN COUNCIL

Sandy Lane
Caldicot

Minutes of meeting of Caldicot Town Council held at 6.30pm on Wednesday 29th November 2006 at Caldicot Day Luncheon Centre

PRESENT:

Cllrs J Daniels, Mayor	R J Higginson
D Ashwin	J Roberts [left 7.55pm]
E Davies	R Stewart [left 7.30pm – 8.30pm]
W Edwards [left 8.15pm]	K Thomas
J Haskey	P Tidmarsh

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

7760 Apologies

Apologies were received from Cllrs C Babb, J Marshall, D Evans, J Harris

7761 To Suspend Proceedings: Inspector J Smith, Caldicot Police

Inspector Smith updated Members on current crime statistics in the town and referred to the 'drink driving' campaign during December/January.

7762 Mr Mike Jones, Area Service Manager, Mon CC to address Town Council re: Town Signs

Mr Mike Jones addressed Members on the following issues:

- i) Town Signs – Mr Jones stated he wished Members to be aware of mutation of the Welsh language from “Cil-y-Coed” to “Croeso i Gil-y-Coed” and stated he was prepared to make a press release to make members of the public aware of the mutation and that both signs were correct.

In relation to the Caldicot boundary from Rogiet Mr Jones confirmed the new sign would be situated approximately 150 metres before the existing signs.

- ii) Kerb Stones – KGVPF – Mr Jones outlined the process for approval if Town Council wished to pursue replacement of kerbstones abutting the highway at the entrance to KGVPF.
- iii) Directional Signs to Caldicot Cemetery – Mr Jones stated this matter was in hand.

7763 Open Forum for Public Participation [15 Minutes]

The following issues were discussed in the Open Forum for Public Participation [Bullet points only]:

- Road Safety Scheme – Finances for Caldicot Projects/Road Repairs
- CCTV - Value for Money[to Insp Smith]
- Request to extend Public Open Forum in view of questions to Insp Smith
- Policing of Countryside Park [to Insp Smith]
- Presence of Police Helicopter/Fliers re: drugs information [to Insp Smith]
- Bus Stop at Longfellow Road
- Notification of a complaint against Caldicot Town Council being registered with Mon CC

A Member of the public repeatedly requested to ask a question of Town Council and was subsequently requested to leave the meeting.

7764 Declarations of Interest

Cllrs D Ashwin, J Daniels, W Edwards and R J Higginson declared an interest in Min 7768
Cllr R Stewart declared an interest in Planning Matters
Cllr R J Higginson declared an interest in Min 7769 (3)
Cllrs D Ashwin, W Edwards, R J Higginson and R Stewart declared an interest in Min 7769 (6)
Cllr R J Higginson declared an interest in Min 7776
Further declarations of interest to be identified under the relevant minute

7765 To Approve the Minutes of Full Town Council Meeting 25th October 2006 [Circ]

A heated discussion ensued about the accuracy of Min 7747 penultimate paragraph. Cllr E Davies stated that as one of the Members referred to, the Minute was correct and such comment had been made.

Ref: Min 7747 – It was proposed by Cllr P Tidmarsh, seconded by Cllr R Stewart that “in disgust” be removed from the Minutes. Cllr R J Higginson proposed an amendment to the proposal, seconded by Cllr W Edwards that “in disgust” remain in the Minutes. A vote ensued [Amendment – 3: Proposal 4: Abstentions: 3]. The Proposal was carried.

The Minutes were approved as a true record subject to Min 7747left the meeting remove “*in disgust*”

a) Mayor to Sign the Minutes

The Mayor signed the Minutes.

7766 To Approve the Minutes of Planning Committee 14th November 2006 [Circ]

The Minutes were approved as a true record.

a) Mayor to Sign the Minutes

The Mayor signed the Minutes.

7767 Finance [Circ]

a) Cheque List Schedule – Update November 06

Town Council approved the updated Cheque List Schedule as circulated.

b) Donations and Contributions Schedule - Update November 06

Town Council approved the updated Donations and Contributions Schedule as circulated.

c) Financial Comparison April – September 2006

Town Council approved the Financial Comparison April – September 2006 as circulated.

d) To Approve Minutes of Development Committee [Pre-Estimates]/Recommendations 9.11.06

A discussion ensued regarding the Minutes and remit of Town Council Development Committee.

It was resolved not to adopt the Minutes of Development Committee 9.11.06 and to agenda the remit of the Committee for Town Council meeting 31.1.07.

e) To Arrange Date for Estimates Committee [Planning Cttee 12.12.06]

It was resolved to convene a meeting of Estimates Committee [Full Town Council] following Planning Committee at 7pm on Tuesday 12th December 2006.

7768 To Consider Contribution to Caldicot Youth Group [b/f TC 27.09.06 - presentation Planning Cttee 14.11.06] [Circ]

Town Council considered a contribution to Caldicot Youth Group following their presentation at Planning Committee 14.11.06.

It was resolved to contribute £3,000 to Caldicot Youth Group to establish a youth centre in Caldicot subject to written clarification of the detailed breakdown of project costs and from where other income has been sourced.

7769 Correspondence [Circ unless marked*]

(1) Eisteddfod Genedlaethol Cymru Request for donation [To Note don 05/06]

Town Council refused a donation to Eisteddfod Genedlaethol Cymru due to a donation being made within the last financial year.

(2) Caldicot & District Citizens Advice Bureau Request for funding

Town Council considered a request for funding from Caldicot & District Citizens Advice Bureau.

It was resolved to contribute £8,000 to Caldicot & District Citizens Advice Bureau as per Estimates Committee 13.12.05 [RJH/PT]

(2a) Caldicot & District Citizens Advice Bureau Request for funding/Accounts 04/05

Town Council resolved to defer a request for financial assistance from Caldicot & District Citizens Advice Bureau to Estimates Committee 12.12.06

(2b) Caldicot Town AFC Further information re: request for funding

Town Council resolved to defer a request for donation from Caldicot Town AFC to Estimates Committee 12.12.06

(2c) Round the Horn Jazz Society Income/Expenditure re: Jazz Festival 7.6.06

Town Council noted details of Income/Expenditure for the Jazz Festival held 7.6.06.

(2d) Caldicot & District Chamber of Commerce Request for donation

Town Council noted the appreciation for £2,000 donation from Caldicot & District Chamber of Commerce towards the Fireworks Event 2006.

Cllr P Tidmarsh declared an interest in (2d)

7769 (2e) Caldicot Events Committee

Appreciation for £2,000 donation

Town Council noted appreciation for £2,000 donation from Caldicot Events Committee towards Xmas Lighting Up Event 2006.

*** (2f) British Red Cross**

Appreciation for £50 donation

Town Council noted appreciation for £50 donation from British Red Cross.

*** (2g) K Hendy**

Appreciation for £50 donation

Town Council noted appreciation for £50 donation from K Hendy.

(3) Mon CC

Re: Proposed transfer of council stock

Town Council noted correspondence from Mon CC responding to queries in relation to the proposed transfer of council stock.

Cllr R J Higginson declared an interest in this matter

(4) Cllr R J Higginson

Re: Town Council meeting 25.10.06

This item was withdrawn from the agenda.

It was resolved to send a letter of sympathy to Cllr J Marshall in his recent bereavement.

It was also resolved to delegate future decisions regarding expressions of sympathy to the Mayor, on behalf of Town Council.

(5) Cllr R J Higginson

Re: Town Council meeting 25.10.06

This item was deferred to Town Council meeting 31.1.07.

Cllr D Ashwin stated he wished the right of reply in this matter.

(6) Mon CC

Mon CC Unitary Development Plan – Draft Affordable Housing Supplementary Planning Guidance Note [Response by 15.12.06]

Town Council noted copy of the draft Supplementary Planning Guidance Note from Mon CC.

Cllrs D Ashwin, W Edwards, J Harris and R J Higginson declared an interest in this matter

(7) Countryside Alliance

Re: Future of rural Post Offices

Town Council considered correspondence from Countryside Alliance in relation to the future of rural Post Offices.

It was resolved to write a letter in support of rural Post Offices to Jim Fitzpatrick MP, Minister for Post Offices.

(8) Poptothesops Ltd

Re: Poptothesops.net

Town Council noted correspondence in relation to Poptothesops Ltd.

7769 (9) One Voice Wales

**Meeting to establish Larger Local Councils
Cttee - 11.1.07, Showground, Llanelwedd,
Builth Wells**

It was resolved that Cllr J Daniels, Mayor represent Town Council as an approved duty at the above Meeting to establish Larger Local Councils Committee.

(10) Mon CC

**Re: Vacancy on Mon CC Admissions Forum
– Cllrs JD/DJ [1]**

Town Council considered correspondence from Mon CC stating the Admissions Forum have agreed to accept one of Town Council's nominations.

In the absence of Cllr D Jones **it was resolved that Cllrs J Daniels and D Jones consider the nomination between themselves and confirm the nominee at Planning Committee 12.12.06**

Cllr R J Higginson declared an interest in this matter.

(11) Royal Mail

Re: Posting Boxes

Town Council considered a response from Royal Mail regarding overfilled posting boxes.

It was resolved to advise Royal Mail that posting boxes at West End, Castle Lea, Deepweir and Sandy Lane were becoming too full.

Cllr J Daniels declared an interest in this matter

(12) Mon CC

Dog Fouling Bins

Town Council noted correspondence from Mon CC advising there is no legal requirement for the Council to provide special bins dedicated to Dog Waste, which is acceptable to be deposited in litter bins wrapped in a plastic bag or 'poop scoop'.

*** (13) Mon CC**

**Acknowledgement - Dropped kerbs Dewstow
Road and approach to Caldicot Cemetery**

Town Council noted an acknowledgement from Mon CC in this matter.

(14) Welsh Water

Re: Flooding Woodstock Way and Castle Lea

Town Council noted correspondence from Welsh Water advising an investigation in this matter will be carried out by Mon CC and Welsh Water.

Cllr J Daniels declared an interest in this matter

(14a) Mon CC

Re: Highways Matters

Town Council noted correspondence from Mon CC advising of the outcome of an investigation into the drainage at Chepstow Road, Caldicot.

7769 (15) Caldicot & District Chamber of Commerce Caldicot Festival and Fireworks Display

Town Council resolved to defer a request for financial assistance for Caldicot Festival and Fireworks Display 2007 to Estimates Committee 12.12.06.

Town Council further resolved to write a letter of commendation to Caldicot & District Chamber of Commerce for the 2006 Fireworks Display.

Cllr P Tidmarsh declared an interest in this matter

(16) Mr M Rice Re: Planning Meeting 10.10.06

Town Council noted correspondence from Mr M Rice re Planning Meeting 10.10.06

Cllr P Tidmarsh stated it was the duty of Town Council representatives on outside bodies to report back to Town Council.

(16a) Mr M Rice Mins Caldicot & District Chamber of Commerce Meeting 3.10.06

Town Council noted the above Minutes of meeting from Mr M Rice.

(17) Robert Grieves Request for Town Council tie

Town Council resolved to accept a request for donation of a Town Council tie to Robert Grieves towards his personal collection of Council ties.

(18) Rural Community Action [RCA] CEDS Grant Application

It was questioned if Town Council as a precepted body could apply for CEDS grant and it was noted that the closing date for grant application was 15.1.07.

Town Council resolved to note the correspondence and Guidance Notes from RCA in relation to CEDS grant application.

Cllrs W Edwards and R J Higginson declared an interest in this matter

(19) GAVO Annual Event "Getting Access to Funding" 6.12.06 at Usk College

It was resolved that Cllr J Daniels, Mayor represent Town Council at the above GAVO Annual Event.

7770 Planning [Displayed]

A) Planning Applications Received

DC/2006/01073: Conservatory – 12 Castle Gardens, Caldicot

TC Approved

B) Mon CC Planning Information

i) Planning Permissions [Displayed]

DC/2006/00759 – A Single Storey Extension comprising a New Bedroom with En-Suite Disabled Bathroom and Enlarged Utility Room – 61 Longcroft Road, Caldicot

Approved 27.9.06

DC/2006/00943: Change of use of open space to garden/cartilage – 4 Westfield Avenue, Caldicot **Approved 25.10.06**

DC/2006/00979: Alterations and extensions – 61 Newport Road, Caldicot **Approved 25.10.06**

DC/2006/01010: Extensions to existing dwelling, additional bedroom and study, conservatory and kitchen extension – 3 Heol Glaslyn, Caldicot **Approved 10.10.06**

ii) Mon CC Planning Agenda 28.11.06 – For Information

Town Council noted Planning Information (i) and (ii) above from Mon CC.

7771 Publications, Minutes, Etc [Displayed]

[A] NALC	Direct Information Service issues 635 – 644 (inc)
[B] One Voice Wales	Agenda/Mins AGM 19.10.06/Bulletin
[C] Monmouthshire CHC	Agenda/Mins 31.10.06
[D] Severnside Area Forum	Agenda/Mins 8.11.06
[E] Severnside Area Committee	Agenda/Mins 15.11.06
[F] Plus Publishing Services	Local Council's Update Issue No 85
[G] Clerks & Councils Direct	November 2006 Issue 48
[H] Allotment & Leisure Gardener	Issue 4 2006
[I] International Tree Foundation	Trees are News October 2006
[J] STRI	Bulletin, October 2006, Issue 234
[K] Memorial Awareness Board	Bulletin, October 2006, No 95
[L] Sewta	Business Plan 2006/07
[M] KT's Promotions and Events	"Flying the Flags" Newsletter, Nov 2006
[N] Mon CC	Mon CC Unitary Development Plan Supplementary Planning Guidance Note

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

7772 To Consider the Following re: No Quorum Health and Safety Committee 9.11.06 – NB: Internal Audit Recommendation 5.1 "A Formal risk assessment should be carried out on an annual basis" – NB: To Include Fire Risk Assessment

- **To Consider Date for Health and Safety Committee**

It was resolved to convene a meeting of Health and Safety Committee 2pm on 7.12.06.

- **Loop System to DLC [b/f TC 25.10.06]**
- **To Consider Pull Cord in Disabled Toilets [b/f 28.6.06] – Quotation Received**
- **To Consider contribution to Fence at Oakley Way Allotments – Quotation Received from Mon CC [Circ]**

It was resolved to refer the above items to Health and Safety Committee 7.12.06

- **High Trees in Compound – Require Cutting – Quotation Received**

It was resolved to accept quotation received for the cutting of the high trees in the Compound as a health and safety issue.

Dead Tree/Inaccessible Hedge – Cemetery – Quotation Received

It was resolved to accept quotation received for removal of dead tree and necessary works to inaccessible hedge at the cemetery.

The Clerk advised Members of an urgent matter regarding the Ash Tree at KGVPF, which required specialist attention.

It was resolved to employ the services of a tree surgeon to undertake necessary health and safety works to the Ash Tree at KGVPF.

7773 To Consider Town Council Representatives on Outside Bodies/Internal Cttees re: RK

- i) Herbert Trust [Cllr PT + 1]**
- ii) Severnside Area Forum [Cllrs JD, GJ, JR + 1]**
- iii) User Sub Cttee KGVPF [Cllrs DA, DE, JM, RS + 1]**
- iv) To Note Nominated Members Only to Represent Town Council on Outside Bodies.**
- v) Town Council Allotments Cttee [Cllrs JD, DA, ED, DE, DJ + 1]**

It was resolved to defer this item to Town Council meeting 31.1.07 following Community Council Election 21.12.06.

7774 To Confirm Installation Costs for 6m Flagpole at DLC at £275.00 + VAT – Location/Flag to be Agreed

Town Council considered installation costs for 6m flagpole at DLC

It was resolved:

- i) to approve installation costs at £275**
- ii) to position the flagpole near to Town Council sign**
- iii) to fly the Welsh Dragon flag**

7775 Flowers on Mitel Roundabout – Additional Centre Planter £345.00 + VAT as per Previous Correspondence from Mon CC [Circ]

Town Council were advised that although Mon CC had permitted the planting of flowers on Mitel roundabout, the roundabout was outside the jurisdiction of Caldicot.

It was resolved to request permission from Portskewett Community Council to place flower planters on the Mitel Roundabout and also to request a donation from Portskewett Community Council towards planting costs.

7776 Goalposts – Margretts Way – Cllr J Daniels

The Mayor referred to Severnside One-Stop-Shop having “spare money” resulting from Town Council reducing the number of new entrance signs to Caldicot from three to two.

The Mayor advised Members that Severnside One-Stop-Shop had agreed to fund £1,000 towards goalposts at the rear of Castle Gardens, where currently youths were kicking balls against the fences and three complaints had been received by Mon CC.

Members agreed to the proposed siting of goalposts, subject to prior consultation by Mon CC with local residents and provided the goalposts are away from the residences of senior citizens.

It was resolved to request Mr Mike Jones consult with local residents in this matter.

Cllr R J Higginson declared an interest in this matter

The Mayor also referred to the locations of the two new entrance signs for Caldicot. In relation to Rogiet/Caldicot Town Council agreed to location as advised by Mr Mike Jones, Mon CC.

In relation to the Mitel end of Caldicot, it was agreed to position the sign on the green area at Deepweir, opposite Brooklands Motel, subject to there being no obstruction to traffic at the junction.

It was resolved to request Mr Mike Jones, Mon CC advise residents of Chepstow Road [at proposed location] of Town Council's intention to locate the sign.

7777 CCTV

i) Report of CCTV User Group Meeting 4.10.06 [Cllrs DE/JM] [Circ]

It was resolved to defer this item to Town Council meeting 31.1.07.

ii) Report of CCTV User Group Meeting 10.11.06 – Awaited

It was resolved to defer this item to Town Council meeting 31.1.07.

iii) To Note Next Meeting of CCTV User Group 10am 6.12.06 at Chepstow [Cllrs DE/JM]

Town Council noted date and venue for next meeting of CCTV User Group.

iv) Reports of CCTV Working Group Meetings 25.10.06 and 8.11.06 [Circ]

Town Council noted reports of the above CCTV Working Group meetings.

v) Correspondence from Cllr N Heywood, Chepstow Mayor - Home Office Online Report re: CCTV Control Rooms [Circ]

Town Council noted the above correspondence from Cllr N Heywood.

7778 To Note Re-scheduled Meeting with Dave Harris, Head of Highways/Giles Ballisat, Severnside Area Manager, Mon CC re: Road Safety Strategy – 10am Friday 1.12.06 [One Member Present 14.11.06] [Circ]

Town Council noted no quorum for meeting arranged with Dave Harris and Giles Ballisat 14.11.06

It was noted that the meeting was re-scheduled for 1.12.06 and it was stated that Members should make every effort to attend. Cllr E Davies offered prior apologies for the meeting.

7779 To Note Development Committee 10am 6.12.06 at DLC

Town Council referred to Min 7767 above.

7780 Friends of Caldicot Castle [b/f TC 25.10.06]

Town Council noted this matter had been passed to the Severnside Area Forum.

It was resolved to await a report from Town Council representatives on Severnside Area Forum

7781 Reports

a) Minutes of Public Meeting held 11.10.06 - Cllr J Daniels

Town Council noted the above Minutes of Public Meeting, circulated at the meeting.

b) Town Council Representatives on Outside Bodies

There were no reports from Town Council Representatives on Outside Bodies.

c) Governors

There were no Governors' reports.

d) Other

There were no other reports.

7782 To Note TC Meeting Date for December [27.12.06] Falls Within Office Closure for Christmas period [25.12.05 – 1.1.06 inclusive] – To Consider Urgent Items at Planning Committee 12.12.06

Town Council noted office closure for Christmas period and resolved to consider urgent items only at Planning Committee 12.12.06.

7783 KGVPF – Proceedings were suspended to discuss item 7783 as Trustees

a) Land at KGVPF – Awaiting Mon CC

Noted

b) KGVPF Pillars

The Clerk updated Members on the above, advising that £1000 grant had been secured via Local Agenda 21 towards the project of refurbishing the pillars and Town Council insurance had approved the rebuilding of the one damaged pillar.

It was resolved to proceed with the project of rebuilding both pillars, at a cost of £400 over and above amounts secured.

It was resolved not to widen the entrance to KGVPF in conjunction with the refurbishment of the pillars

7784 Committee – the public and press were excluded from the meeting during consideration of the following item in accordance with Section 100A of the Local Government Act 1972 on the grounds that it involves the likely disclosure of exempt information

i) Request to purchase parcel of Town Council land abutting garden

Town Council resolved not to permit the sale of land adjacent to Wentwood View, Caldicot