

CALDICOT TOWN COUNCIL

**Sandy Lane
Caldicot**

**Minutes of meeting of Caldicot Town Council held at 6.30 pm on Wednesday, 30th May 2007
at Caldicot Day Luncheon Centre**

PRESENT:

Cllrs: D Ashwin, Mayor	R J Higginson
C Babb	D Jones
J Daniels	J Marshall
E Davies	R Stewart
A Easson	K Thomas
D Evans	P Tidmarsh
J Haskey	

In attendance: Mrs G McIntyre, Clerk, Members of the Public

The Mayor, Cllr D Ashwin, requested mobile telephones be switched off during the meeting.
The Mayor advised the name of his charity during his year of office – St David’s Foundation and Chaplain – Rev Father Lyndon Harrison.
The Mayor requested an item of correspondence be added to the agenda regarding the 2nd Severn Estuary Forum Conference to take place 7.6.07.

It was resolved to accept the item following “Correspondence”

7860 Apologies

Apologies were received from Cllrs J Harris, G Jenkins, J Roberts, Mrs A Sandiford

7861 Declarations of Interest – To Be Identified Under the Relevant Heading

**Cllr D Ashwin, Mayor, declared an interest in Mon CC issues.
Cllr E Davies declared an interest in Plan DC/2007/00538**

Other declarations of interest to be made under the relevant heading.

It was resolved to request Mr Murray Andrews, Monitoring Officer, Mon CC address members on declarations of interest.

7862 Open Forum for Public Participation [15 Minutes]

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

- **Town Council appointments to Committees not carried out in accordance with Standing Orders at Annual Meeting 23.5.07**
- **Goalposts Longfellow Road being abused and required repositioning – site meeting**
- **Pedestrian Crossing at Deepweir not imminent**
- **Bus Stop Longfellow Road “overly large” bus bay markings – site meeting**
- **Caldicot Regeneration Group interaction with other groups**

7863 To Approve the Minutes of Full Town Council Meeting 25th April 2007 [Circ]

The Minutes of Full Town Council meeting 25th April 2007 were approved as a true record.

a) Mayor to Sign the Minutes

The Mayor signed the Minutes.

7864 To Approve the Minutes of Planning Committee 8th May 2007 [Circ]

The Minutes of Planning Committee 8th May 2007 were approved as a true record.

a) Mayor to Sign the Minutes

The Mayor signed the Minutes.

7865 To Approve the Minutes of Annual Meeting 23rd May 2007 [Circ]

The Minutes of Annual Meeting 23rd May 2007 were approved as a true record subject to the following:

Page 3 - Item 7 – Delete “ (a) inspect any lands or premises which the Council has a right or duty to inspect; or”

Delete “Cllr Marshall referred to a “clear indication of maladministration””

Insert “Cllr Marshall stated Cllr Higginson’s letter was alleging maladministration ”

Page 4 - Item 9 – Delete “[SO 37 – VOTING ON APPOINTMENTS – Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person]”

Insert after “ with this process”. “Cllr Marshall requested recorded votes. Cllr Higginson challenged Cllr Marshall’s rights and required a seconder”.

Page 7 – “Allotments Committee (6)” Delete (6) Insert (5)

In response to a question from Cllr P Tidmarsh the Clerk confirmed that the minutes of full town council, planning committee and annual meeting were available to members of the public, along with the agenda, in the library. It was also stated that the minutes were available in Town Council foyer prior to the meeting.

Cllr R J Higginson stated he had spoken to the Monitoring Officer with regard to “block voting” and stated that this was not in Town Council Standing Orders.

b) Mayor to Sign the Minutes

The Mayor signed the Minutes.

7866 To Ratify Decision of Extremely Urgent Committee 17.5.07 to level the ground beneath C571 as a “one off” action due to subsidence at Caldicot Cemetery at a cost of £35 [Cllrs JD/DA/ED].

It was resolved to ratify the decision of Extremely Urgent Committee 17.5.07.

7867 Ongoing/Outstanding Issues:

- a) **Dog Fouling Bins - awaiting approval for siting from Mon CC – See 7868(7) below**
- c) **Pelican Crossing at Deepweir/Road Issues – via Ward County Councillors**
- d) **Directional/Tourists Sign, Caldicot Castle/Cemetery – awaiting Mon CC**
- e) **Road damage – Park Road – See 7868(3) below**
- g) **Grayhill Surgery meeting – See 7868(10) below**
- h) **Bus bay marking – Longfellow Road – referred to Highways Dept**
- i) **Dropped Kerbs – Cemetery – awaiting Mon CC**
- j) **Flooding Issues – awaiting Mon CC**

It was resolved that these items be considered in accordance with Correspondence.

7868 Correspondence [Circ unless marked*]

Cllr D Jones, Deputy Mayor, chaired the meeting for this item.

- (1) Caldicot Youth Group Request for Donation

It was resolved to donate £1000 to Caldicot Youth Group.

Cllrs D Ashwin, J Daniels, D Evans and R J Higginson declared an interest in this item.

- (1a) Round The Horn Jazz Society Request for Donation

It was resolved to donate £1000 to Round the Horn Jazz Society.

Cllr A Easson declared an interest in this item

- (2) Caldicot Regeneration Group Appreciation for Donation/Broadband

It was resolved to note the correspondence from Caldicot Regeneration Group.

- (3) Mon CC Highway Responses

Town Council considered highway responses from Mon CC in relation to

- a) Station Road onto the bypass/Newport Road – congestion
- b) Severn View Social Club – shaving off a small area of common ground
- c) Park Road – patching up of small areas of roadway
- d) Sandy Lane – dropped kerbs

a) It was agreed to refer this matter to the Traffic Section, Mon CC
b) The Clerk advised members, for information, that correspondence from the Ward County Councillor had indicated that he was not in favour of this course of action and that the Severnside Area Committee officers had previously considered this issue and had concluded that it would have a detrimental effect on the area.

Mon CC requested further information on the area to be “shaved off”. It was agreed that Cllr D Evans identify the area with Mr Alan Browne, Area Services Officer, to report back to Mon CC Highways Department.

- c) It was agreed to refer this matter to the Traffic Section, Mon CC
- d) No problems found.

7868 (4) Mon CC

Additional Bus Shelters in Caldicot [4]

A response from Mon CC had indicated £6,000 per location (approx. £4000 per bus shelter and £2,000 to cover design, consultation and construction works). Members were “amazed” at the “staggering costs” especially for design, etc.

It was resolved to request Mon CC provide a detailed breakdown of costs together with specifications and the possibility of alternative suppliers.

(5) Mon CC

Bus Markings at Longfellow Road

Members were unhappy that their request for Mon CC to arrange a meeting with Ward Members and residents to consider the “overly large bus bay markings” had not taken place to date.

It was resolved to write again to Mon CC to re-iterate the request for a site meeting with a copy to the Chief Executive and the resident [see public open forum].

(6) Mon CC

Disabled Access Caldicot Castle

A response from Mon CC had indicated that some modifications had recently been carried out at the Castle Lodge Crescent entrance to the countryside park to enable better access for disabled persons.

It was resolved to arrange a meeting with Mr Denis Manning, Countryside Warden and Ward Members at this location. It was also agreed that Cllr R Stewart attend the site meeting.

(7) Mon CC

Dog Waste Bins

Cllr J Daniels outlined the current situation with regard to Mon CC permissions for siting of the dog waste bins. It was stated that permissions were awaited with regard to Mon CC transfer of housing stock and land [4] and that consultation with residents had also been a criteria for permissions. Cllr Daniels stated that the proposed sitings of the dog waste bins had been located as “far away from residents” properties as possible.

It was resolved to defer this item to Planning Committee 12th June 2007 in order to clarify the Mon CC housing position and consultation.

Cllr R J Higginson declared an interest in Item (7)

(8) RCA

RCA Information Day and Meeting with

It was resolved to accept the invitation from RCA to address members at Planning Committee July [see also Agenda Item 19 CCTV – To Address Town Council 10th July 2007].

(9) Welsh Local Govt Association

NJC Car Allowances and VAT & Petrol
Elements Allowances 07/08 – **To Approve**
Town Council

It was resolved to note and adopt the NJC Car Allowances and VAT & Petrol Elements Allowances 07/08.

Cllr A Easson advised members that he had sought information with regard to attendance numbers, etc at Caldicot Castle under the Freedom of Information Act and would compile a report for Town Council.

A number of issues were discussed in relation to Caldicot Castle, namely charges for events and the apparent lack of grant funding for the towers.

Cllr Daniels referred to the 1/3/5 year development strategy for the Castle which had been "promised" to Town Council and had not yet been received.

It was resolved to request Mr Peter Ellis, Head of Community Learning and Cllr Liz Hackett-Pain address Town Council with particular regard to the Development Strategy for the Castle

(11) Caldicot Medical Group

Meeting with Town Council

Members were unhappy that a follow-up meeting had not been forthcoming with Caldicot Medical Group as several issues required to be addressed. Reference was made to front-line staff and staff training.

A response from Caldicot Medical Group suggested a meeting with Mr D Kenny, Community Health Council and a representative of Town Council, following the installation of the new telephone system, would be more beneficial.

It was resolved to write again to Caldicot Medical Group inviting the Group to "honour its previous agreement for a follow-up meeting" with Town Council by the end of June/July with the meeting being held after surgery, if more convenient to the Group.

(11a) Cllr R Stewart

Re: Caldicot Medical Group

Cllr R Stewart outlined a specific complaint he had received about the inability of an elderly constituent to obtain an appointment at the Surgery.

It was resolved that this matter be brought up when a meeting is held with Caldicot Medical Group.

(12) Cty Cllr R Stewart

Copy Correspondence to Mon CC

Cllr R Stewart's copy correspondence to Mon CC regarding the pollution of the Neddern Brook at Caldicot with detergents, oil and sewerage was considered in depth.

Reference was made to letters [and lack of letters] to householders with appliances apparently plumbed into storm drainage.

It was stated that Mon CC had identified sources of pollution and this required addressing.

It was also stated that if sewerage was polluting the Neddern the issue needed to be addressed immediately.

It was resolved to request Mon CC report on its actions with regard to the pollution of the Neddern Brook at Caldicot by Town Council meeting 27th June 2007.

It was also resolved to request Mon CC update on the flooding issues in the town.

Cllr J Daniels declared an interest in Item (12)

7868 (13) Sudbrook Cricket Club

Request for Assistance

Town Council considered a request for its groundsman to carry out a one-off roll of the Sudbrook Cricket Club outfield.

The Clerk advised that Town Council groundsman would be insured to carry out the work on the approval of Town Council but any insurance liability with regard to the field would require to remain with the Cricket Club.

Following a recent visit to the cemetery, where certain matters required attention, some members were concerned about time being taken away from the groundsman's usual work to assist outside organisations [see Min 7866].

It was stated that the matters relating to the cemetery had been addressed.

It was resolved that Town Council groundsman carry out a one-off roll of the Sudbrook Cricket Club outfield.

Cllrs D Ashwin, D Evans and R J Higginson declared an interest in Item (13)

(14) Mon CC

Local Agenda 21 [Applications Forms
Available From TC Office]

It was resolved to note the correspondence from Mon CC.

Cllr R J Higginson declared an interest in Item (14)

(15) Mon CC

Bus Timetable Issues

It was resolved to note the correspondence regarding Real Time Passenger Information from Mon CC.

(16) Mr G Powell

Request to Address Town Council

A discussion ensued regarding a request from Mr G Powell to address Town Council regarding a proposal to be presented to Mon CC Planning Committee with regard to a new interchange from M48 and an associated development.

It was proposed and seconded that Town Council do not accept a request from Mr G Powell to make an address on a proposed planning development.

A vote ensued: For the Proposal – 7

Against the Proposal - 5

It was resolved to decline a request from Mr G Powell to address Town Council on a proposed planning development.

Cllr R J Higginson read out a letter referring to a suggestion by Cllr Marshall of “making allegations tantamount to maladministration against the Day Luncheon Centre Voluntary Committee and a request that members declare their position on the matter individually”

Cllr P Tidmarsh referred to a “colleague’s letter being rejected” and to Cllr Higginson’s letter referring to “Plaid Cymru Members or Independents”

In response, the Clerk stated that on one occasion MP Jessica Morden’s advertisement poster for surgery, which contained “Labour”, had been inserted into the town noticeboard as it was stated there was only one MP for the area, regardless of political party.

An AM poster for AM Jocelyn Davies which contained “Plaid” had been inserted “with Plaid folded over” as there were a number of AM’s for the area of different political parties.

The Clerk advised that this matter had been addressed with both Cllr Stewart and Cllr Ashwin and had been concluded.

The Clerk requested clarification on the apparent letter that had been rejected.

Cllr J Marshall made reference to a letter he had sent in advising of his resignation from Plaid Cymru. The Clerk had advised that this was a letter of “personal political intent”.

Cllr R Stewart made reference to a request made prior to the Clerk’s appointment which had been rejected.

The Clerk requested if “any inference of political bias was being suggested” and stated that “she was impartial and independent”.

Cllr J Daniels referred to her mayoral speech which referred complaints about members to the Ombudsman.

A heated discussion followed. Cllr Higginson stated “he would not have been making any allegations about maladministration as he was on that Committee”.

Cllr A Eason stated that he “did not believe Cllr Higginson was implying maladministration” and that Town Council should “remember the letter from its solicitor” with regard to the Day Luncheon Centre.

Cllr J Daniels referred to “different perceptions of interpretations which were upto individuals”.

Cllr Higginson requested members state their position individually with regard to the content of his letter.

The Mayor, Cllr D Ashwin, read out Standing Order 27 – A person to whom a question has been put may decline to answer.

It was proposed and seconded that Council move business.

A vote ensued: For the Proposal – 7

Against the Proposal – 3

It was resolved to move business.

7868 (18) Cllr J Daniels

Caldicot Regeneration Group

Cllr J Daniels outlined her request with regard to the Regeneration Group – to remove the phrase Tri-partite; to Town Council representatives’ voting capabilities and to copies of the constitution.

A discussion ensued and it was stated that the committee was not tri-partite and that new Mon CC representatives would be appointed to the Group by the proposed merged Area Committee.

Cllr A Easson advised that the Group was a lobbying group and did not make “specific decisions”. It was pointed out that minutes of the Regeneration Group were included in “Publications” and were available for any member to peruse.

Cllr C Babb offered congratulations to Mr Mike Rice for his efforts in organising the Whit Festival which had proved a success. Members applauded Mr Rice for his efforts.

Cllrs D Ashwin, A Easson and J Marshall declared an interest in Item (18)

(19) Mon CC

2nd Severn Estuary Forum – 7.6.07

It was resolved that Cllr D Ashwin, Mayor, attend the 2nd Severn Estuary Forum at Clevedon on 7.6.07 at a cost of £20 as an approved duty.

7869 Publications, Minutes, Etc [DISPLAYED]

[A]	Monmouthshire Area CHC Cttee	Agenda/Mins 8.5.07
[B]	Caldicot Regeneration Group	Mins 18.4.07
[C]	Sevenside Area Cttee	Agenda/Mins 16.5.07
[D]	Clerks & Councils Direct	May 2007
[E]	Plus Publishing Services	Local Council’s Update Issue No 90
[F]	ABBA	Abainfo, Spring 2007
[G]	Nat. Soc. of Allotment & Leisure Gardener	Allotment & Leisure Gardener
[H]	National Playing Fields Association	Newsletter NB Change of Name to Fields in Trust
[I]	One Voice Wales	Larger Local Councils Meeting 18.5.07 – Postponed
[J]	One Voice Wales	The Voice, Issue 6 May 2007

It was resolved to note publications, minutes, etc [A] to [J] above, available to members in Town Council office.

7870 Planning [Displayed]

Cllr R Stewart declared an interest in Planning Matters

A) Planning Applications

DC/2007/00469: Outline Planning Permission – building plot for one detached residence – 92 Newport Road, Caldicot **TC Refused***

*** Dangerous Access onto Newport Road**

Cllrs D Ashwin, J Haskey, D Jones, J Marshall, R Stewart and K Thomas abstained from voting on Plan DC/2007/00469

Cllr J Marshall waived his right to request a recorded vote, subject to Cllr R J Higginson's statement - that he had sought advice from the monitoring officer whereby a majority of members was required to support the request for a recorded vote - was recorded.

A discussion ensued regarding the ambiguity of interpretation of standing orders.
Cllr P Tidmarsh stated that advice should be sought through the Clerk and not MCC officers.

DC/2007//00528: Rear single storey extension and loft conversion with rear dormer –
3 Woodstock Court, Caldicot **TC Approved**

DC/2007/00538: 2 storey extension to provide guest house accommodation –
178 Newport Road, Caldicot **TC Refused***
*** Dangerous Access onto Newport Road**

Cllr E Davies declared an interest in Plan DC/2007/00538

Cllrs D Ashwin, E Davies, R J Higginson, J Marshall and R Stewart abstained from voting on Plan DC/200700538

It was agreed to request the monitoring officer advise on declarations of interest in this instance.

DC/2007/00570: Rear extension to garage and convert to habitable use. Rear conservatory –
18 Lapwing Avenue, Caldicot **TC Approved**

B) Mon CC Planning Information

i) Mon CC Planning Agenda 29.5.07– For Information

It was resolved to note the planning information from Mon CC.

7871 Finance [Circ]

a) Cheque List Schedule Update

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

b) Donations and Contributions Schedule Update

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

c) Financial Comparison 1.4.06 – 31.3.07

It was resolved to approve the Financial Comparison 1.4.06 – 31.3.07 as circulated.

7872 To Consider Review of Town Council Standing Orders [Circ at Annual Meeting - b/f AM 23.5.07] – Any proposed changes to be detailed in writing

i) Town Council Standing Orders [Circ]

ii) Standing Orders for Town and Community Councils [NALC July 03] – No update since July 03 as confirmed by One Voice Wales 8.5.07 [Circ]

iii) One Voice Wales Guidance on Establishing a Complaints Procedure [Circ]

[NB SO 76 - A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council]

Cllr J Daniels referred to the proposed new Code of Conduct for members.

It was resolved to defer a review of Town Council Standing Orders until the proposed new Code of Conduct for members had been considered.

7873 To Consider Remit of Development Committee [b/f Annual Meeting 23.5.07]

It was resolved that the purpose, function and powers of the Development Committee be as follows: “To be called to review and discuss ideas/strategies that the council wish to consider going forward. To formulate the structure, remit and content of such proposals and to bring them back to Full Council so as a decision can be made as to whether council wishes to adopt the item/subject concerned. No decision can be made by the Development Committee – only formalisation of recommendations, proposals, projects and strategies that would be of benefit to Caldicot Town and its Residents.”

- i) To Note Health & Safety Committee Cllrs JD/ED/DJ/JM + 1**

It was resolved to defer this item to Planning Committee 12th June 2007.

7874 Best Dressed Garden Competition

- a) To Consider Format for 2007**

It was resolved to request Mr Dennis Collett judge the Best Kept Garden Competition in conjunction with the Mayor and Deputy Mayor.

7875 Day Luncheon Centre Voluntary Committee [DLCVC]

- a) DLCVC Draft Minutes 8.5.07 [For Information] [Circ]**

It was resolved to note DLCVC Draft Minutes for information.

7876 To Note No Quorum for Tendering Sub Committee 15.5.07

It was resolved to note no quorum for Tendering Sub Committee 15.5.07.

It was also resolved that Tendering Sub Committee be called only when specifications were required to be drawn up.

7877 To Note No Quorum for Health and Safety Committee 15.5.07

- a) To arrange Health and Safety Committee site visit – Caldicot Cemetery**

It was resolved to note no quorum for Health and Safety Committee 15.5.07 and to defer arranging a date for a site visit to Caldicot Cemetery to Planning Committee 12th June 2007.

Standing Orders were called for 15 minutes [9 pm]

7878 CCTV [Circ] – Mon CC Unable To Address 12.6.07 – To Consider 10.7.07

The Clerk read out correspondence from Mon CC with regard to the non-payment of CCTV contribution 06/07.

It was clarified that the system had been used 06/07 and that Town Council had withdrawn payment from 1.4.07. Cllr J Marshall stated that the Service Level Agreement had not been signed for 06/07.

It was resolved to advise Mon CC that Town Council are awaiting a formal meeting with Ms Tracey Harry, Head of Resources, Performance Management, Strategy and Communications with regard to its dissatisfaction with the CCTV service 06/07 and that the matter will be reviewed following this meeting.

Cllrs D Ashwin, R J Higginson and R Stewart declared an interest in Min 7878

7879 Clean Neighbourhood and Environmental Act 2005 [b/f TC 25.4.07] – Cllr A Easson

It was resolved to defer this Item to Planning Committee 12th June 2007.

7880 King George V Playing Fields [Circ]

- a) Correspondence Morgan Cole Solicitors re: Land at KGVPF [Circ]**

It was resolved to note the correspondence from Morgan Cole Solicitors with regard to the Guides Hut at KGVPF

7881 Reports

- a) Town Council Representatives on Outside Bodies**

There were no reports from Town Council representatives on outside bodies.

- b) Cllr R Stewart – CAIR 3.5.07 [Circ]**

It was resolved to accept the report from Cllr R Stewart.

- c) Governors**

Cllr R Stewart advised of the recent appointment of Headteacher at Green Lane School.

Cllr P Tidmarsh advised members of the “outstanding” performance of pupils from Durand Primary School at recent two day performances of “Beauty and the Beast” at Caldicot School.

It was resolved that the Mayor send a letter of congratulations to the Headteacher, Durand School

- d) Other**

Cllr A Easson advised members of a Caldicot Regeneration Group meeting to be held on 13.6.07 at Caldicot Choir Hall [venue to be confirmed] to discuss Mon CC definitive ideas for the supermarket plan.

7882 Committee – It was resolved to exclude the public and press 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

- a) Town Council Insurance – To accept quotation following submission of existing Schedule [No Quorum Tendering Cttee 15.5.07]**

The Clerk advised members that tendering committee had been inquorate on occasions and that the current renewal schedule had been submitted to an alternative insurance supplier [3 quotations sought – 2 positive responses received as specialised subject].

It was anticipated that as the current renewal schedule had been submitted cover would be as currently in existence. However, the final figure may be in excess of the quotation £4770 but below the renewal premium with Allianz Cornhill Insurance of £7091.87

It was noted that a local estate agent had quoted for revaluation of town council buildings but was unable to carry out prior to renewal date of 1.6.07. It was noted that the sums assured had increased annually.

It was agreed not to revalue Town Council buildings at this stage.

It was agreed to increase the public liability insurance to £10,000,000

The Clerk advised that the quotation received from Zurich was subject to change and with regard to a revaluation of bowls club contents this would be re-charged to the bowls club.

It was resolved not to renew Town Council insurance with Allianz Cornhill but to accept the lower quotation from Zurich Municipal Insurance from 1.6.07.

- b) To approve Groundsman Cover for annual leave [No Quorum Tendering Cttee 15.5.07]**

It was resolved to approve Willow Landscape cover for Groundsman's annual leave.

The meeting closed at 9.15 pm.

Mayor/Deputy Mayor