

## CALDICOT TOWN COUNCIL

### Minutes of Caldicot Town Council held at 6.30pm on Wednesday, 30<sup>th</sup> July 2014 at Caldicot Town Council

**Present:** Cllrs: A Davies, Mayor  
D Ashwin  
W Conniff  
A Easson  
D Evans  
F J Harvey  
J Haskey  
R J Higginson [left 7.41pm]  
A Lloyd  
F Rowberry  
M Stevens  
P Stevens  
P Watts  
S Webb

[In attendance: A Sandiford, Members of Public and Press]

#### **9236 Apologies**

Apologies were received from Cllr R Stewart

#### **9237 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 matters**  
**Cllrs F Rowberry, M Stevens and P Stevens declared an interest in Min 9252(a) and (b)**  
**Cllr R J Higginson declared an interest in Min 9252(b)**

Further Declarations of Interest to be identified under the relevant item.

#### **9238 Suspended Proceedings**

- i) Wesley Gerrard – Caldicot Radio - See Appendix A**
- ii) Heidi Ingle-Gillis – Community Coordinator for Caldicot – See Appendix B**
- iii) Caldicot Police – See Appendix C**

#### **9239 Open Forum for Public Participation [max 15 mins at Mayor's Discretion]**

- A member of public expressed dissatisfaction in relation to Mon CC decision re; DC/2010/00084

#### **9240 To Approve the Minutes of Full Town Council Meeting 25<sup>th</sup> June 2014 [Circ]**

- a) Mayor to Sign the Minutes**

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

#### **9241 To Approve the Minutes of Planning & Resources Committee 8<sup>th</sup> July 2014 [Circ]**

- a) Mayor to Sign the Minutes**

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

#### **9242 To Approve the Minutes of Extraordinary Town Council Meeting 17<sup>th</sup> July 2014 [Circ]**

- a) Mayor to Sign the Minutes**

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

#### **9243 Correspondence [Circulated unless marked\*]**

- \*(1) Plot holder S/L Allotments Request to place shed on plot 5 S/L allotment**

Town Council approved the request to site a small shed on Plot 5 Sandy Lane allotments.

**9243 (2) One Voice Wales**

**Notice of One Voice Wales 2014 Conference and AGM 4.10.13 at The Royal Welsh Showground, Llanelwedd, Builth Wells**

**Town Council resolved that the Mayor and Deputy Mayor attend the One Voice Wales 2014 Conference and AGM as an approved duty.**

**(2a) One Voice Wales**

**Approval of Motion for Conference 4.10.13  
Re: "Caldicot Town Council objects to any further increase in tolls on the Severn River Crossings and when paid for should be abolished altogether"**

Town Council noted approval of the above motion for One Voice Wales Conference 4.10.13.

**(2b) Magor with Undy CC**

**To Note Second Member Council re: (2) above**

Town Council noted Magor with Undy CC to second its motion at One Voice Wales Conference 4.10.13.

**(3) One Voice Wales**

**To Receive Information Commissioner's Office:  
i) Data Protection Good Practice Note – Advice for the Elected and Prospective Members of Local Authorities  
ii) Social Networking and Online Forums – When Does the DPA Apply?**

Town Council noted the above information from One Voices Wales.

**(4) One Voice Wales**

**Re: Fly a Flag for the Commonwealth – 9 March 2015**

Town Council considered correspondence from One Voice Wales relating to the 'Fly a Flag for the Commonwealth' event to take place on 9<sup>th</sup> March 2015.

**It was resolved to support the 'Fly a Flag for the Commonwealth' initiative, purchase a Commonwealth Flag and request permission from Caldicot Castle to fly the flag at Caldicot Castle on 9.3.15.**

**(5) Mon CC**

**Response re: Bus Service**

Town Council noted the response from Mon CC advising of other requests to reinstate the bus service along Chepstow Road which would be put to Newport Bus.

A discussion ensued and the following items were raised:

- new bus timetables available from One Stop Shop apparently inaccurate
- transition period issues
- local surgeries to be held to assess public opinion
- forthcoming temporary diversions due to ASDA development
- request to reinstate Chepstow Road route
- timetables displayed in bus shelters

**It was resolved to request new and correct timetables for the Newport Bus Service 74 are made available from the One Stop Shop and reiterate Town Council's request to reinstate the bus service along Chepstow Road**

**9243 (6) OVW/Welsh Government**

**Re: Revised Code of Practice on Workforce Matters**

Town Council noted a letter from the Minister for Local Government and Government Business regarding the Welsh Government issuing a revised Code of Practice on Workforce Matters, commonly known as the Two-Tier Code.

**(7) Mon CC**

**Response re: Bus Parked in Pedestrianised Area**

Town Council noted the response from Mon CC re: bus parked in pedestrianised area.

**(8) Royal British Legion [RBL]**

**Re: Lights Out Project – 4.4.14 at Celtic Cross**

Town Council noted correspondence advising of the RBL Lights Out Project 4.4.14.

**(9) ARUP**

**Re: M4 Corridor Around Newport**

Town Council noted the Welsh Government adopted Plan for the M4 Corridor around Newport

**(10) Sustrans Community Volunteer**

**Appreciation for Town Council Support re: Family Fresh Air Miles bicycle parade and ride 13.7.14**

Town Council noted the appreciation for support from Sustrans Community Volunteer.

**(11) Mon CC**

**Response re: Survey to Caldicot Toilet Block**

Town Council considered correspondence from Mon CC advising that a specification is being compiled to go out to tender for the necessary repair works to the toilet block and requesting Town Council assurance that it will take over management and maintenance of the toilets as of April 2015.

A discussion ensued and it was requested if Members had received a copy of the original survey undertaken on the toilets. The Mayor advised that the survey was available from Town Council office should any Member wish to receive a copy of it.

A Member requested if Mon CC had agreed to the £6,750 contribution in the first year towards the running of the toilets. The Mayor referred Members to the Localism Working Group 10.1.14 minutes where it was recommended that provided certain conditions are met by Mon CC, Town Council agreed to take over the toilet facility in its entirety. Conditions (3) and (4) were re-iterated by the Mayor, ie that Mon CC stands by its offer of a one off contribution of £6,750 towards the first years running costs and the ownership of the building and the associated plot of land are transferred to the Town Council; and stated confirmation of these conditions was awaited.

**It was resolved:**

- i) that any Member wishing to receive a copy of the Mon CC survey undertaken on the toilets, contact Town Council office**
- ii) to request confirmation that Mon CC is willing to meet conditions (3) and (4) of the Localism Working Group 10.1.14 minutes in order that this matter can be progressed through council**

**(12) Mon Housing Association [MHA]**

**Response re: TC Request to Site Dog Bin, Herbert Rd**

Town Council were disappointed with the response from MHA stating that the area requested to site a dog waste bin at the top of Herbert Road was neither a dog walking area nor on any route to any dog walking areas.

A discussion ensued and it was stated that there were no specified dog walking areas in Caldicot and that the request for a bin had come about from local residents in an attempt to eliminate the dog mess in that area; particularly along the lane that runs from Herbert Road to Oakley Way.

It was stated that there were very few dog waste bins in the Dewstow Ward.

The Mayor advised Members that in view of (12a) below, Town Council did not hold any spare dog waste bins.

**It was resolved:**

- i) to request MHA reconsider giving permission to site a dog waste bin at the top of Herbert Road**
- ii) to purchase an additional dog waste bin for installation in the vicinity of Herbert Road**

**(12a) Cllr A Easson**

**Re: (12) above**

Town Council noted correspondence from Cllr Easson advising that Mon CC would be re-siting the dog waste bin adjacent to the vicinity on the ASDA site.

**9244 Publications, Minutes, Etc [Displayed] – To Note available Town Council Office**

**\*[NB: One Voice Wales responds on WG consultations on behalf of Town Councils via a network of volunteer responders: interested councillors require e-mail address – contact Clerk]**

**[A] Public Services Ombudsman  
For Wales**

**Annual Report 2013/14**

**[B] One Voice Wales**

- i) Fly tipping Action Wales Update**
- ii) Agenda/Mins Mon/Npt Area Committee 10.7.14**
- iii) Consultation on improving the availability of allotment and community gardens Response 6.10.14**
- iv) Well-being of Future Generations (Wales) Bill Bulletin**
- v Wentloog Meeting with Town & CCs 7.7.14**
- vi) Copy Presentation from Wales Audit Office to Larger Councils Conference 9.7.14**
- vii) Newsletter from South Wales Police**

**[C] Mon CC**

**CCTV Monitoring Report June 14 – [To Note CCTV Camera in Town Centre raised]**

**[D] Severn Estuary Partnership**

**June 2014 E-news**

**[E] STAG**

**Update**

**[F] Fields in Trust**

**Update June 14/Receipt for Membership Fee 2014/15**

**[G] STRI**

**Bulletin – July 2014, Issue 266**

**[H] Caldicot Foodbank**

**Newsletter, Summer 2014**

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

**9245 Planning [Displayed]**

**A) Planning Applications Received – None at Despatch of Agenda**

**B) Mon CC Planning Information**

**i) Planning Permissions**

**DC/2010/00084: Residential Development (outline) – Land at Garthalan Drive, Caldicot**

**TC Ref 25.2.10\*/TC App 25.4.12**

**\* Contamination issues on the land**

**\* Impact on flooding issues**

**DC/2014/00331:** 2 No. single stored extensions for new kitchen and storage room - Choir Hall, Mill Lane, Caldicot **TC App 13.5.14**

**DC/2014/00428:** Change of use from an existing extension to a hair salon – Cuttingtime Salon, 1 New Road, Caldicot **TC App 10.6.14**

**DC/2014/00504:** Proposed double storey extension to side of property and single storey to the rear – 32 Westfield, Caldicot **TC App 10.6.14**

**DC/2014/00538:** Single storey extension to front of property to make new kitchen, downstairs WC and lobby area by front door. Removal of door on side of property and placed on rear of property giving utility room – 30 Cae Mawr Grove, Caldicot **TC App 28.5.14**

Town Council noted the above planning information from Mon CC.

**C) Mon CC - Section 14 Road Traffic Regulation Act 1984: (Woodstock Way, Caldicot) Temporary Road Closure Order 4.8.14 for 9 weeks [Displayed]**

Town Council noted the above Temporary Road Closure Order.

**D) Mon CC – Section 1 Road Traffic Regulation Act 1984: Mon CC, Woodstock Way, Caldicot – Prohibition of Driving Traffic Regulation Order 2014 [Displayed]**

Town Council noted the above Prohibition of Driving Traffic Regulation Order.

## **9246 Finance**

**a) To Approve Updated Cheque List Schedule July 2014**

**Town Council resolved to approve the updated cheque list schedule circulated at the meeting**

**b) Mazars - To Note External Audit re: Annual Return for the year ended 31.3.14 [Circ]**

Town Council noted correspondence including proposed audit certificate and opinion from Mazars stating *“there are no issues in respect of which we propose to qualify our audit opinion on the Annual Return for the year ended 31 March 2014. There are no other matters which we wish to draw to the attention of the Council and we have not identified any misstatements in “Section 1 – Accounting Statements” that require to be corrected”*.

**i) To Authorise the Admin Assistant to Certify Section 3 in the absence of the Clerk**

**Town Council resolved to authorise the Admin Assistant to Certify Section 3 of the Annual Return for the year ended 31.3.14 in the unforeseen absence of the Clerk.**

**c) To Approve Annual Return for the year ended 31.3.14 [Circ]**

**Town Council resolved to approve the Annual Return for the year ended 31.3.13 which was duly signed by the Mayor.**

**d) To Consider Request for Funding from Caldicot & District CAB [£8,500 Estimates 2014/15 LGA s142] [Circ]**

Town Council considered a request from Monmouthshire County CAB for £8,500 funding.

**It was resolved to release donation of £8,500 to Monmouthshire County CAB for 2014/15.**

**9247 Members Items of Business [Circ]**

**a) Cllr M Stevens – Deliveries to shops in the town centre**

Cllr Stevens outlined her item of business in relation to delivery vehicles continuing to use the pedestrianised area for delivery of supplies to shops in the town, particularly the chemists.

A discussion ensued and Members also expressed concerns about the number of cyclists in the pedestrianised area causing a danger to pedestrians. It was requested that Mon CC erect large “No Cycling” signs in prominent positions in the town centre as Members referred to the existing sign in the walk-way between Lloyds Bank and Monmouthshire Building Society being damaged and not prominent.

A suggestion that Town Council has a “stall” in the market on a Tuesday to raise awareness of the dangers of cycling/vehicles in the pedestrianised area in corroboration with Mon CC and Caldicot Police was supported by Members. It was also requested that Caldicot Police purge the area in relation to cyclists.

**It was resolved:**

- i) to request Mon CC erect large ‘No Cycling’ signs in prominent positions in the town centre**
- ii) to raise awareness on market day of the dangers of cycling/vehicles in the pedestrianised area in corroboration with Mon CC and Caldicot Police**

**b) Cllrs D Ashwin & R Stewart – Re: Limited Planning Powers**

Cllr Ashwin outlined his item of business requesting Town Council relinquishes its planning observations unless granted full planning powers under localism.

A discussion ensued and Members expressed concerns that Mon CC does not appear to listen to Town Council’s observations in relation to certain planning applications in Caldicot and does not report back to council directly on issues when a contrary view is taken.

It was stated that planning was a matter of Policy and Town Council had the power to make observations; however Mon CC had the experience to deal with planning matters. Members considered they were making representation on behalf of local residents and felt that their observations should be taken on board.

It was also stated that Town Council could nominate Ward Members to make representation at Planning Committee if required.

**It was resolved to express Town Council’s concerns re: planning to Mon CC.**

**9248 To Consider Request for Reimbursement of £2,000 Donation for Fireworks Event 2013 [b/f TC 25.6.14]**

**a) Caldicot Town Team Project Analysis [Circ]**

Town Council noted the above Project Analysis showing a profit balance of £539.27.

**9249 To Approve Minutes of Health & Safety Committee 14.7.14 [Circ]**

Town Council approved the Minutes of Health & Safety Committee and agreed to the suggestion of the committee meeting with the two plotters in dispute over a path in order to resolve the issue.

**It was resolved to accept onto the agenda an additional item of correspondence from a plotholder as referred to in the minutes of Health & Safety Committee 14.7.14.**

Town Council noted correspondence detailing the history and facts re: plot 2 Bowls Club Allotments according to the plotholder. The Mayor stated the facts contained in the correspondence were inaccurate.

The Mayor advised Members that the Emergency Committee had met in relation to rotted bollards at KGPVF. The Mayor stated Cllrs W Conniff, D Evans, F Rowberry and himself had met and agreed that the wooden bollards should be replaced with steel bollards of the same diameter as and when necessary.

**It was resolved to ratify the decision of Emergency Committee and to authorise the Admin Assistant to arrange replacement bollards for those missing and any future bollards as and when necessary.**

**9250 To Nominate Town Council Representative on Mon/Torfaen Youth Offending Team – Restorative Justice following Cllr A Davies’ resignation**

**Town Council resolved to nominate Cllr M Stevens in place of Cllr Alan Davies as its representative to the Mon/Torfaen Youth Offending Team - Restorative Justice.**

**9251 Best Kept Garden Competition/Citizen’s Awards**

**a) To Arrange Date for Presentation Evening**

**It was resolved that the Mayor and Deputy Mayor arrange a date for the presentation evening.**

It was requested if photographs of the winning gardens could be screened at the presentation evening and put in the press. Members considered this a good idea but it was stated that permission from the residents would need to be sought.

**It was resolved to consider screening photographs of winning gardens in future.**

**b) To Consider Nominations for Citizen’s Awards – See Committee**

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

**9252 King George V Playing Fields [KGVPF] [Circ]**

**a) To Note Caldicot AFC Friendly Fixtures/Pre-Lim Fixtures for 1<sup>st</sup> Team**

Town Council noted the above fixtures from Caldicot AFC.

**Cllrs F Rowberry, M Stevens and P Stevens declared an interest in this matter.**

**b) To Consider Request from Blue Phoenix Jazz Band to Use KGVPF**

Town Council considered a request for the Blue Phoenix Jazz Band to use KGVPF for practice purposes.

**It was resolved to support the use of KGVPF for training purposes and request the band liaise with Caldicot AFC in relation to match/training times.**

**Cllrs F Rowberry, M Stevens and P Stevens declared an interest in this matter.**

**c) To Consider Request from The Factory Shop to Trim Trees at KGVPF \*See Committee**

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

**d) To Consider Correspondence from Maison Design re: Compound Conversion**

Town Council considered correspondence from Maison Design stating no contact had been received from builders regarding the compound conversion and advising of the next course of action and costs in relation to the connection to drains.

**It was resolved to request Maison Design meets with and the Compound Working Group at 5pm 12.8.14 prior to Planning & Resources Committee.**

*Normal proceedings resumed.*

### **9253 Reports**

**a) To Note any Reports from Town Council Representatives on Outside Bodies**

A Member referred to few reports to council from representatives on outside bodies. Members assured they would report back to council following any meetings.

Cllr A Davies reported that the scheduled Programme Board meeting for 28.7.14 had been cancelled.

**b) Governors**

There were no reports

**c) Other**

There were no reports

**9254 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) To Consider Quotations re: Survey Reports on Town Council Trees\* [Circ]**

Town Council noted that item 9252(c) above referred to one of the trees included in the quotations.

**It was resolved to accept quotations from tr33 Ltd for tree works following a survey of its trees in the sum of £1,660 + VAT and to request copy Insurance, Job Method Statements and Risk Assessments in relation to the works.**

**ii) To Consider Quotation for Repairs to Town Council Wall [Circ]**

**It was resolved to accept quotation from Mark Bearcroft for repairs to Town Council wall at a cost of £235.**

**ii) To Consider Nominations for Citizen's Award [Circ]**

**It was resolved to accept nominations for Mrs L Thomas and Mr R Keene to be presented with Citizen's Awards:**



The meeting closed at 8.10pm

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Mayor/Deputy Mayor

## Appendix A

### 9238 Suspended Proceedings

#### i) Wesley Gerrard– Caldicot Radio

Mr Gerrard introduced himself and outlined his request for Town Council to support the setting up of 'Caldicot Radio' an on-line community radio station to be run by volunteers via the internet from home. Mr Gerrard stated he had set up 'Caldicot Radio' 3 years ago but had been let down by the lack of support in the community, however he was looking for the running costs, in the region of £200 per year, and support to promote the new venture by way of volunteers to present shows.

The following items were discussed:

- radio station run via KRYKEY.COM – costs around £200/year
- KRYKEY.COM re-banding to include mobile phones – additional costs for additional features
- Mr Gerrard independent DJ successful around the world and owns 20/30 websites
- pros and cons to be considered and how to be aired/where from
- committee to run the radio station – WG prepared to show at home
- possibility of revenue being raised via advertising of local businesses – could become self-funding
- promotion of the town/castle/local events
- interesting for the younger generation of the town
- dedicated presenters required to run shows – around 10 people required for 1 or 2 hour slots
- continuous music can be played
- social media – twitter and facebook
- links with TC Website/Caldicot.com/Zone/Caldicot School
- opportunity for sports clubs
- Chepstow Radio set up 3 years ago, well supported by the community and run from proper studio

Mr Gerrard was referred to funding opportunities via Severnside Area Committee and recommended to contact Caldicot Town Team, Peter Strong [Caldicot.com] and local sports clubs

It was agreed to further consider this matter at Planning & Resources Committee 12.8.14

## Appendix B

### 9238 Suspended Proceedings

#### ii) Heidi Ingle-Gillis – Community Coordinator for Caldicot

Heidi Ingle-Gillis introduced herself and outlined the new community Coordinator role for Caldicot, a two year pilot scheme set up in Caldicot and Abergavenny to look at social isolation and to continue and build stronger communities with mainly residents aged 50+.

## Appendix C

### 9238 Suspended Proceedings

#### iii) Caldicot Police

Sgt Purcell updated Members in relation to local crime statistics and responded to Members' questions in relation to the following:

- An apparent beggar in the town centre
- Calls to 101
- Vehicles and bicycles in the town centre
- Congregation of persons
- Removal of alcohol from underage youths
- Potential protest sites re: NATO conference
- Theft of camper van from Elan Way