

## CALDICOT TOWN COUNCIL

Sandy Lane  
Caldicot

### Minutes of Caldicot Town Council held at 6.30pm on Wednesday 30<sup>th</sup> September 2009 at Caldicot Town Council

**Present:** Cllrs: D Evans, Mayor  
P Watts, Deputy Mayor  
C Ashwin  
D Ashwin  
J Bond  
A Easson  
K Harris

R J Higginson  
V Lloyd  
A Perrett [8.25pm]  
M Stevens  
K Thomas [left 8.10pm]  
S Webb

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

#### 8276 Apologies

Apologies were received from Cllrs J Haskey, R Stewart

#### 8277 Declarations of Interest – Forms to be completed and identified under the relevant item

**Cllr R J Higginson declared an interest in Min 8284 (11)**

**Cllr D Evans declared an interest in Mins 8284 (11), 8286, 8287 D(i), 8290**

**Cllr P Watts declared an interest in Min 8287 D(i)**

Further declarations of interest to be identified under the relevant item

#### 8278 Open Forum for Public Participation [max 30 mins at discretion of Mayor]

The following issues were discussed in the public open forum:

- Catering Contract at Caldicot Castle
- Street Lighting Re: Church Road – Castle Lea
- Proposed supermarket at Caldicot School playing fields
- Budget supermarket requested for Caldicot

#### 8279 To Approve the Minutes of Full Town Council Meeting 29<sup>th</sup> July 2009 [Circ] a) Mayor to Sign the Minutes

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

#### 8280 To Approve the Minutes of Planning Committee 11th August 2009 [Circ] a) Mayor to Sign the Minutes

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

#### 8281 To Approve the Minutes of Special Meeting of Town Council 11th August 2009 [Circ] a) Mayor to Sign the Minutes

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

#### 8282 To Approve the Minutes of Special Meeting of Town Council 14th August 2009 [Circ] a) Mayor to Sign the Minutes

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

**8283 To Approve the Minutes of Planning and Resources Committee 8th September 2009 [Circ]  
a) Mayor to Sign the Minutes**

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

**8284 Correspondence [Circulated unless marked\*]**

**\*(1a) Bethany Baptist Fellowship**

**Appreciation for Donation – Hope for Caldicot 2009 £500**

Town Council noted the appreciation for £500 donation from Bethany Baptist Fellowship.

**\*(1b) Caldicot Town AFC**

**Appreciation for Donations £750/£400**

Town Council noted the appreciation for £750 and £400 donations from Caldicot Town AFC.

**\*(1c) Gateway Credit Union**

**Appreciation for Donation £500**

Town Council noted the appreciation for £500 donation from Gateway Credit Union.

**\*(1d) St Mary's Luncheon Club**

**Appreciation for Donation £3,500**

Town Council noted the appreciation for £3,500 donation from St Mary's Luncheon Club.

**\*(2) Mon CC**

**Copy correspondence to Resident re: Safe Routes in the Community Scheme for Caldicot**

Town Council noted the above copy correspondent to resident.

**(3) Rogiet Community Council**

**Re: Free Press Article – Cemetery**

Town Council considered correspondence from Rogiet Community Council regarding a recent press article.

Town Council disassociated itself with comments made to the press by a Member and accepted no liability for comments it has not authorised, as in this case. Town Council considered it therefore the business of Rogiet Community Council to pursue this matter as it so wishes through appropriate channels.

**It was resolved to acknowledge receipt of the correspondence from Rogiet Community Council advising that a Member writing to the press does so at their own volition; that Town Council accepts no liability for comments it has not authorised, as in this case and informing Rogiet Community Council to pursue this matter as it so wishes through appropriate channels**

**(4) Mon CC**

**Temp. Road Closures for a Community Event**

Town Council noted correspondence from Mon CC confirming that any application received for a Temporary Road Closure for a community event will normally be processed under the Town Police Clauses Act 1847 (TPCA) which is, at this time free of charge.

**(5) One Voice Wales**

**Motions for Debate at AGM 10.10.09**

Town Council noted the motions for debate in the One Voice Wales Annual General Meeting.



**8284 (15) Resident**

**Re: Conversion of Pedestrian Traffic Lights**

**It was resolved to refer a request to convert existing traffic controlled crossings in Caldicot to Pelican Crossings to Mon CC.**

**(16) Mon CC**

**Re: Caldicot Castle St David's Day 2010**

Town Council considered a response from Mon CC in relation to an address to Town Council re: St David's Day 2010.

It was considered that all local schools should be invited to participate in any proposed event for St David's Day celebrations at the castle.

**It was resolved to further request Mon CC address Town Council in this matter at Town Council meeting 28.10.09**

**8285 Publications, Minutes, Etc [Displayed] – To Note available Town Council Office**

[A] NALC	Direct Info Service Issues 718-719
[B] Plus Publishing Service	Local Council's Update Issue 117
[C] NALC	Local Council Review, Autumn 2009
[D] Monmouthshire LHB	Gwent NHS Reform Briefing July/Aug 09
[E] Caldicot Medical Group	Agenda/Minutes 8.9.09
[F] Monmouthshire Health Alliance	Social Care and Well-being Strategy 2008-11, Yr 1 Report Card Guildhall Gloucester £40/person
[G] Mon CC Mor Hafren Area Cttee	Agenda/Mins 16.9.09
[H] Adjudication Panel for Wales	Annual Report 2008-2009
[I] Clerks & Councils Direct	September 2009 Issue 65
[J] Welsh Assembly Govt	Local Govt Partnership Scheme Report 08-09
[K] National Association of Councillors	Agenda/Mins - AGM 26.9.09
[L] One Voice Wales	EAW Director's Bulletin Issue 18
[M] Mon CC	Rural Development Plan for Wales – Monmouthshire's Business Plan 2008-2010 – Axis 3 Projects
[N] Allotment and Leisure Gardener	Issue 3/2009
[O] One Voice Wales	The Voice, Issue 11, July 2009

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

**8286 Planning [Displayed]**

**A) Planning Applications Received**

**DC/2009/00885:** Conversion & extension of existing outhouse – 7 Park Road, Caldicot

**TC Refused\***

**\* Interfering with neighbouring property**

**B) Mon CC Planning Information**

**i) Planning Permissions**

**DC/2009/00526:** Replacement of roof covering to side extension – Llanthony Secunda Manor, Church Road, Caldicot

**TC App 24.6.09**

**8286 ii) Permitted Development**

**DC/2009/00622:** Construction of 900mm high rendered walls to the front of the club with rendered access path – Caldicot Labour Club, 182 Newport Road, Caldicot **TC App 29.7.09**

**iii) Refusal of Planning Permission**

**DC/2008/00848:** Conversion and extension of semi detached house to provide 2 no. one bedroom flats – 19 Dewstow Cbse, Caldicot **TC Ref 14.8.09\***

- out of keeping with surrounding area
- limited car parking
- change in nature of building to multi-dwelling
- disturbance issues to adjoining property

**DC/2009/0045:** New detached dwelling with off road parking and gardens – 86 Longfellow Road, Caldicot **TC App 27.5.09**

**iv) New/Completed Enforcement Cases – 1.8.09 – 31.8.09**

**v) Planning Committee Agenda – 28.7.09**

Town Council noted Planning Information (i) to (v) above from Mon CC.

**Cllr D Evans declared an interest in Planning**

**8287 Finance [Circ]**

**A) To Approve Updated Cheque List Schedule August/September 2009**

Town Council resolved to approve the updated Cheque List as circulated.

**B) To Ratify Decision of Extremely Urgent Committee 14.9.09 [DE/PW/RJH] Re: Bowls Green Contract - PV £11,387.16 + VAT for One Year Contract**

Town Council resolved to ratify the decision of Extremely Urgent Committee 14.9.09 to award a one year bowls green contract to Peter Villars Landscapes in the sum of £11,387.16 + VAT.

**C) Town Council Grant Policy [b/f TC 11.08.09]**

- i) To Agree Structure of Grant Policy**
- ii) To consider Internal Auditor's recommendation to reduce the threshold of £2,000 above which audited accounts and full supporting information is required as part of the grant application**

It was resolved to refer this item to Personnel Committee for consideration and recommendation to Town Council.

**D) To Consider LGA 1972 Section 137 Applications for Grant [Circ]**

**i) Caldicot Community Carnival**

Town Council considered grant application for £2,000 from Caldicot Community Carnival towards the cost of switching on the Christmas Lights in Caldicot

**It was resolved to donate £2,000 to Caldicot Community Carnival**

**Cllrs D Evans and P Watts declared an interest in this matter**

**8287 ii) Shelter Cymru**

**It was resolved to defer this item pending Personnel Committee consideration of Grant Policy – see also Min 8287 C above**

**8288 Members Items of Business [Circ]**

**i) Cllr R Stewart – Re: Condition of Pavement between Library and rear of Chappell Chemist**

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

**8289 To Approve Minutes/Recommendations of Health and Safety Committee 21.9.09 [Circ]**

Town Council considered the Minutes/Recommendations of Health and Safety Committee 21.9.09.

It was noted that a petition had been received in relation to a tree at the cemetery.

**It was resolved to approve the Minutes as a true record and to accept the recommendations of Health & Safety Committee 21.9.09.**

**8290 Proposed Foodstore – Referendum [b/f TC 8.9.09] [Circ]**

**i) Response from Mon CC re: Electors Edited Out of Electoral Register**

Town Council did not accept updates from Mon CC, circulated at the meeting.

**It was resolved to defer the updates and this item to Town Council meeting 28.10.09**

**Cllr D Evans declared an interest in this matter**

**8291 Bus Shelters [b/f P&R 8.9.09] – Mon CC awaiting legal land ownership search/Housing**

**i) Example 2 Bay Cantilever Bus Shelter as requested [Circ]**

Town Council did not accept an update from Mon CC, circulated at the meeting.

Town Council requested the size of 2 bay bus shelters.

**It was resolved to defer the update and this item to Town Council meeting 28.10.09**

**8292 To Consider the Planting of Daffodils in Caldicot [b/f TC 29.4.09]**

**i) Response Portskewett CC – No objections provided no cost to Portskewett CC**

Town Council noted no objections to the planting of daffodils from Portskewett CC.

**It was resolved to plant daffodils at the entrances to Caldicot from Portskewett and Rogiet at a cost of £160 per 10m stretch and approximately £24 per 1000 daffodils**

**8293 Caldicot Cemetery**

**i) Petition re: Tree at Cemetery [Circ]**

**It was resolved to acknowledge the Petition re: tree at Caldicot Cemetery – See also Min 8289 above, but not to cut the tree down.**

**8293 ii) Cemetery Land – Awaiting Response from Mon CC**

Town Council were advised that land adjacent to Caldicot Cemetery had been included as a candidate site in Mon CC Local Development Plan.

**It was resolved to pursue extending Caldicot Cemetery into the adjacent field and to defer this item pending further request for a response from Chief Executive, Mon CC.**

**iii) To Consider Report re: Rock at Cemetery [To Follow]**

**It was resolved to defer this item pending further clarification.**

**8294 To Consider Disposal of Remaining Records held in Attic following visit by Mon CC Records Dept and despatch of Town Council Minutes to Mon CC Archives**

It was noted that Mon CC Records Department had visited Town Council and appropriate records had been despatched to Archives.

**It was resolved that the Mayor and Clerk sort out the disposal of records held in Town Council attic.**

**Cllr R J Higginson declared an interest in this matter**

**8295 To Consider a Meeting of Caldicot Against Drugs Cttee with Caldicot Police [b/f 11.8.09] [To Note No Terms of Reference for this Committee]**

It was noted that Caldicot Against Drugs Committee had neither met nor been assigned Terms of Reference for the committee.

**It was resolved to arrange a meeting of Caldicot Against Drugs Committee with local Police.**

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

**8296 King George V Playing Fields [Circ]**

**i) Mon CC - Re: Boundary to KGVPF**

Town Council considered correspondence from Mon CC in relation to the boundary to KGVPF.

**It was resolved to accept Mon CC suggestion that the strip of land in question be transferred, at no monetary consideration, to Town Council with the intention that it be included formally as part of the King George V Playing Fields.**

**ii) Caldicot AFC – Re: Confirmation Required**

**It was resolved to grant permission to Caldicot AFC for proposed works to install new removable dugouts to comply with FAW rules at the enclosed pitch at KGVPF at no cost to Town Council.**

*Normal proceedings resumed*

## **8297 To Note Best Kept Garden Competition/Citizen's Awards – 13.10.09**

Town Council noted the revised date for presentation of Best Kept Garden Competition/Citizen's Awards.

## **8298 Reports**

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

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

### **b) Governors**

There were no Governors' reports

#### **i) Ysgol-Y-Fin**

**It was resolved to request clarification in this matter from Mr A Keep, Corporate Director of Lifelong Learning & Leisure**

### **c) Other**

There were no Other reports

## **8299 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) Freedom of Information Request**

#### **i) To consider Request from Resident for Third Party Information**

Town Council considered a request for third party information under the Freedom of Information Act, following a complaint against Town Council to the Freedom of Information Commissioner.

**It was resolved:**

- i) to request permission in the first instance from the third party to release the information requested**
- ii) to obtain advice from One Voice Wales in this matter**

### **b) To confirm specification/consider tenders for Grounds Maintenance Works 1.11.09**

Town Council confirmed the updated specification for tenders for Grounds Maintenance Works to include additional works to the original specification and noted that of four requests to tender, one responded and one declined to tender.

Town Council commended the current contractor on the standard of workmanship.

Town Council considered fencing in an area of the cemetery near to the entrance to allow for composting of grass cuttings collected at the cemetery.

#### **i) To consider quotation re: football pitch works [b/f 29.7.09] [Circ]**

Town Council considered quotation for remedial works to KGVPF.



**It was resolved:**

- i) to offer a 3 year Grounds Maintenance Contract to Willow Landscapes at a cost of £18,604.50 + 1.5% increase for years 2 and 3**
- ii) to accept quotation for £249.30 to fence in an area for composting near to the entrance of the cemetery**
- ii) to accept quotation from Peter Villars Landscapes for works to KGVPF at a cost of £520**
- iii) to request Caldicot AFC undertake spiking and harrowing of the fields, as recommended by Peter Villars Landscapes at its own cost**

**8299 d) To consider quotation re: Alarm to Bowls Club/Changing Rooms [Circ]**

Town Council considered quotations from Alpha Alarms for installation of alarms at Caldicot Bowls Club and changing rooms following recent break-ins and attempted break-ins.

**It was resolved to accept quotation from Alpha Alarms for supply and installation of alarms at the bowls club at a cost of £1,410 + VAT with all future maintenance costs for the alarms to be borne by Caldicot Bowls Club**

- e) Xmas Lights**
  - i) To Consider Costs for Hire of Xmas Lights**
  - ii) To Consider Tenders for Installation/Dismantle of Xmas Lights**
  - iii) To Consider Cost/Installation of Xmas Trees**

**It was resolved to defer this item to Planning & Resources Committee 13.10.09.**

The meeting closed at 9pm

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Mayor/Deputy Mayor