

Minutes of Caldicot Town Council held at 6.30pm on Wednesday, 30th September 2015 at Caldicot Town Council

Present: Cllrs: D Evans, Mayor
P Stevens, Deputy Mayor
D Ashwin
A Davies
A Easson
J Haskey
R J Higginson
F Rowberry
M Stevens
R Stewart
S Webb [6.35pm]
J Williams

[In attendance: G McIntyre, Clerk; A Sandiford; Press; Members of Public, Sgt P Purcell]

9449 Apologies

Apologies were received from Cllrs W Conniff, G Owen, F J Harvey, P Watts

9450 Declarations of Interest – To be identified under the relevant item/Forms to be completed

**Cllrs D Evans and R J Higginson declared an interest in planning
Cllr A Easson declared an interest in Plan DC/2015/01090**

Further declarations of interest to be identified under the relevant item

9451 Suspended Proceedings

i) Sgt P Purcell, Caldicot Police

See Appendix A

ii) Open Forum for Public Participation [max 15 mins at Mayor's Discretion]

The following items were raised during the Public Open Forum:

- Concerns re: vehicles in pedestrianised area

Normal proceedings resumed and it was agreed to bring forward and consider item 11(b) at this point in the agenda whilst Sgt Purcell was still in attendance.

9452 Cllrs A Davies, D Evans and F Rowberry - Request to consider installation of safety bollards at pedestrianised area

Cllr Davies outlined the item of business requesting Town Council investigate and fund the installation of safety bollards/barriers at entrances to the town centre to prevent unauthorised vehicles entering the pedestrianised area.

Members supported the request in principle and a lengthy discussion ensued. It was considered that the best way forward in this matter was to set up a sub-committee to undertake research and consult with Mon CC, Emergency Services and stakeholders, including Town Team, in the first instance and report back to Town Council. Reference was made to s106 monies.

During the discussion, Members expressed concerns about emergency vehicles being able to access areas of the town centre whilst the market is in place.

Reference was also made to 'no cycling' signs in the town centre

It was resolved:

- i) to agree in principle that following discussions with Mon CC and Emergency Services, if Town Council is in a financial position to do so, it considers funding towards a safety facility at entrances to the town centre.**

ii) to defer the setting up of a sub-committee to Planning & Resources Committee 13.10.15 and to arrange a meeting of the committee as a matter of urgency

iii) to request the Market Manager advise re: emergency access in the town centre and market vehicles remaining in the town centre for too long

9451 (ii) Proceedings were re-suspended to consider additional items raised by members of the public:

- Monmouthshire Active Travel Routes Consultation
- Funding of proposed bollards/barrier in town centre via s106 monies

Normal proceedings resumed

Cllr A Easson left the meeting at this point

9453 To Approve the Minutes of Full Town Council Meeting 29th July 2015 [Circ]
a) Mayor to Sign the Minutes

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

Cllr A Easson re-entered the meeting at this point

9454 To Approve the Minutes of Planning & Resource Committee 11th August 2015 [Circ]
a) Mayor to Sign the Minutes

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

9455 To Approve the Minutes of Planning & Resources Committee 8th September 2015 [Circ]
a) Mayor to Sign the Minutes

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

9456 Correspondence [Circulated unless marked*]

(1) Monmouthshire Housing Association [MHA] To consider request to advertise MHA ‘Safe Hands’ Service on TC Website

Town Council resolved to accept a request to advertise MHA ‘Safe Hands’ service – a free service for people over 55 who live in Monmouthshire and need support to live in their own homes – on Town Council’s website.

(2) Mon CC To note response re: speed limit signs at Caldicot Castle

Town Council considered the response from Mon CC stating it treats health and safety with the utmost importance and will look at various systems and procedures in place already and if appropriate, make some additions following consultation with Mon CC traffic division.

It was resolved to invite the Manager of Caldicot Castle to address Town Council in this matter.

(3) Mon CC To note response re crossing on B4245

Town Council noted the response from Mon CC relating to the crossing on B4245 and the area in general; stating the issue has been referred to the Highways Ops Team for refreshing in order that Gwent Police can then better enforce.

9456 (4) Mon CC

To note installation of guardrail at footway leading onto Church Road opposite Wentwood View complete and dropped kerb crossing opposite to be completed shortly

Town Council noted the above response from Mon CC.

It was resolved to request Mr C Lowe, Mon CC Development Engineer (Highways) meets with Ward Councillors in this matter

*** (5) M Powell**

To consider request to re-site former Mayor, Cllr Elaine Davies' memorial bench from TC building to Dewstow Cemetery

Town Council resolved to approve the above request to re-site former Mayor, Cllr Elaine Davies' memorial bench from TC building to Dewstow Cemetery

*** (6) Monmouthshire County CAB**

Appreciation for £8,500 donation

Town Council noted the appreciation from Monmouthshire County CAB for £8,500 donation.

*** (6a) Monmouthshire County CAB**

Appreciation for additional £1,500 contribution

Town Council noted the appreciation from Monmouthshire County CAB for addition £1,500 contribution.

(7) One Voice Wales

To note Motions for Annual General Meeting 3.10.15

Town Council noted the Motions for the One Voice Wales Annual General Meeting 3.10.15

(8) Leighton Andrews AM

To consider consultation on the Welsh Govt's Draft Directions to the Local Democracy and Boundary Commission for Wales (the Commission) Response by 9.11.15

Town Council noted the above consultation based on the Welsh Government's preferred configuration for the future of local authorities in Wales from Leighton Andrews AM.

(9) Mon CC

To note response re pigeons in Town Centre

It was agreed to consider item 11a(i) below in conjunction with this item.

Town Council considered the response from Mon CC stating it is the individual shop owners' responsibility to pigeon proof their premises and Environmental Health would not get involved unless in extreme cases.

A discussion ensued and Members expressed their concerns and dissatisfaction with the response from Mon CC as they considered the issue of "hundreds" of pigeons and associated mess to be an "extreme" environmental health hazard. It was stated that members of the public and a Member had slipped on pigeon mess in the town and it was requested if birds of prey would be of any use in this matter.

It was resolved to request R Hoggins, Mon CC, Town Centre Landlords and representatives from Environmental Health Department meet with Town Council in this matter

9456 (10) Mon CC

To note change of date for switching off street lighting – 1.10.15

Town Council noted the proposed change of date for switching off street lights in the town

(11) R Chandler

Concerns re pelican crossing at Chepstow Road

Town Council resolved to forward correspondence from a resident expressing concern of vehicles turning right onto Chepstow Road from Church Road occasionally going through the red light to Mon CC to respond direct to the resident and copy in Town Council.

*** (12) Bethany Baptist Fellowship**

To note building project to commence to which TC contributed £150 in May 2013

Town Council noted the commencement of building project at Bethany Baptist Fellowship.

*** (13) Mon CC**

Monmouthshire Conservation Area Appraisals consultation event 29.9.15 at Town Council

Town Council noted the above consultation event held at Town Council building 29.9.15

(14) Victims of Chernobyl Trust

Appreciation for ‘Special Recognition Award’

Town Council noted the above appreciation from Victims of Chernobyl Trust.

*** (15) K Flatten**

To note Town Team copy application for Environment and Sustainable Development Directorate Small-scale Project Fund - For Info

Town Council noted Town Team’s application for funding via Environment and Sustainable Development Directorate Small-scale Project

(16) Caldicot & District RBL

To Note arrangements for Remembrance Sunday 8.11.15

Town Council noted the arrangements for Remembrance Sunday 8.11.15

*** (17) Plotholder**

Request to site shed at plot 3 Sandy Lane allotments

Town Council resolved to approve the request to site a small shed on Plot 3 Sandy Lane allotments

9457 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] Allotment & Leisure Gardener

Issue 3, 2015

[B] I.C.C.M.

The Journal, Autumn issue

[C] Clerks & Councils Direct

September 2015, Issue 101

[D] Play for Wales

Autumn 2015, Issue 45

[E] Network Rail

STJ Improvement project newsletter

[F] One Voice Wales

i) BBC Charter Review Consultation

tomorrow@bbc.co.uk

- ii) **Shared Purpose: Shared Future – Draft Statutory Guidance for the Well-Being of Future Generations (Wales) Act 2015 Consultation 7.9.15 - 16.11.15**
- a) **The Means place development advisory practice**
- b) **OVW – Welsh Govnt – Invitation to Preparing for Public Services Boards Conference 2015 – 26.11.15 Cardiff**
- iii) **National Retail Planning Policy and Guidance**
- iv) **Responses to consultations on Landfill Disposals Tax and Land Transaction Tax Annual Report to 31.3.15**

[G] Aneurin Bevan CHC
 [H] Mon CC
 [I] Tidal Lagoon Power
 [J] Homestart Monmouthshire

CCTV Report August 15
Tidal Lagoon Cardiff – Update
Summer Newsletter 2015

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

9458 Planning [Displayed – subject to receipt of plan]

Cllrs D Evans and R J Higginson declared an interest in (A) and (B) below

A) Planning Applications Received

It was resolved to consider DC/2015/01090 before DC/2015/01075.

Cllr A Easson declared an interest in Plan DC/2015/01090 and left the room

DC/2015/01090: Two storey side extension to create additional ground floor living room and first floor bedroom with en-suites. Ground floor single storey front extension to create porch (pre-application advice MC/2014/ENQ/00127) – 28 Longcroft Road, Caldicot **TC Approved**

Cllr A Easson re-entered the meeting room

DC/2015/01076: Rear single storey extension, convert garage to kitchen, roof lights, sun pipes and pv panels and also hot water solar panels – 44 Castle Lea, Caldicot **TC Refused***

- **Overdevelopment of site**
- **Car parking issues**

B) Mon CC Planning Information

DC/2015/00412: Detached dwelling – 1 The Avenue, Caldicot **TC Ref 14.7.15***
***Overdevelopment of Site**

DC/2015/00541: Single storey front extension to create porch and extend existing living room. Conversion of existing garage into lounge – 3 Woodstock Court, Caldicot **TC App 14.7.15**

DC/2015/00718: Two windows to be fitted on side elevation and one window (obscure) in en-suite UPVC in fitting with the rest of the house – 64 Clos Ystwyth, Caldicot **TC App 14.7.15**

DC/2015/00733: Two storey side extension comprising lounge, enlarged bedroom and en-suite – 28 Heol Sirhowy, Caldicot **TC App 14.7.15**

Change of use from class A1 to use class A3 – Wesley Buildings, Newport Road, **TC Ref 14.7.15**
***Too many take-aways in the town centre**

Town Council noted the above Planning Information from Mon CC

9459 Finance

- a) To Approve Updated Cheque List Schedule August/September 2015 [CIRC]**

Town Council resolved to approve the updated cheque list schedule as circulated.

- b) To Reimburse Buffet RBL Sunday, 8.11.15 - £135**

Town Council resolved to reimburse buffet costs to RBL for Armistice Sunday at £135.

- c) To consider request for £2,000 grant for community lunches from St Mary's Church Hall
[£2,000 in Estimates 2015/16] [CIRC]**

Town Council resolved to contribute £2,000 to St Mary's Church Hall Community lunches as set aside in Estimates Committee

- d) To Approve Repairs to Bus Shelter Rogiet Road/Longfellow Road – awaited MCC**

Town Council resolved to approve repairs to bus shelters at Rogiet Road/Longfellow Road at a total cost of £440 + VAT

A discussion ensued regarding the proposed installation of a bus shelter at Green Lane. The Clerk stated that Mon CC had advised it would have to re-consult with Monmouthshire Housing Association because of the time elapsed. Members were unhappy with this and re-affirmed its decision to site a bus shelter at Green Lane.

It was resolved to re-affirm Town Council's decision to site a bus shelter at Green Lane and request Mon CC implement this as soon as possible.

- e) To Approve Cost for Repair to Cemetery Gate - £180**

Town Council resolved to approve the cost of repair to cemetery gate at £180

- f) To Ratify Costs for urgent works to safety surfacing playarea £57.52/office security system
£65/overhanging cemetery trees £120**

Town Council resolved to ratify the above costs for urgent health & safety works carried out over the August recess

- g) To Consider GAVO's Membership Offer 2015 – Associate Membership £30**

Town Council resolved to become an Associate Member of GAVO at a cost of £30

9460 Members items of Business

- a) Cllr D Ashwin i) Re: Pigeon droppings in town centre**

See Min 9456 (9) above

- ii) Re: Request to consider installation of footpath Caerwent to Caldicot**

Cllr D Ashwin outlined his item of business for Caerwent Community Council together with Town Council to request Mon CC install a footpath from Caerwent Brook to Sharpy Cottage.

It was resolved to support Cllr Ashwin and request Caerwent CC's support in this matter.

9460 b) Cllrs A Davies, D Evans, F Rowberry - Request to consider installation of safety bollards at pedestrianised area

See Min 9452 above

9460 c) Cllr J Haskey Re: “Zebra crossing” Jubilee Way

Cllr Haskey outlined her item of business to request Mon CC carries out the re-marking of zebra crossing at Jubilee Way car park and re-charges the landlord as previously agreed.

A discussion ensued and Members expressed their concerns of “near misses” and the danger for pedestrians entering the town centre from the Jubilee Way car park. It was also requested if the crossing could be made into an official crossing with beacons.

A Member stated that a section of properties between the Church and St David’s Foundation were in the process of being sold. Cllr M Stevens requested if Town Council should be discussing the sale of any properties in the town centre and requested her comments be recorded.

It was resolved to request an update on the zebra crossing from R Hoggins, Mon CC for consideration at Planning & Resources Committee 13.10.15

9461 Newsletter

a) To Note Insertion of Newsletter Items for closing date Severnside News 2.10.15

Cllr P Stevens advised Members of news items to be included in the November issue of Severnside News:

- Dewstow/Denny View Play Areas
- 20mph speed limits in the Dewstow Ward
- Christmas wishes to electorate
- Report of Best Kept Garden/Citizens Awards 2015
- Safety bollards issue in town centre

In relation to Dewstow play area the Clerk advised this was not Town Council news as it was not responsible for the play area. A Member stated that the article was being inserted for news purposes and the monies referred to was raised by Birbeck Park Committee.

It was resolved to approve the above news items for insertion in November Severnside News and that Cllr A Davies provides Cllr Stevens with a written synopsis relating to the safety bollards issue in town centre.

9462 To Approve Minutes/Consider Recommendations of Personnel Committee 21.9.15 [CIRC]

- See Committee

Cllr D Ashwin wished his dissatisfaction at not being permitted to observe Personnel Committee meetings be recorded as the reason for him not taking part in approval of the personnel minutes and decisions.

9463 Cemetery Land

- (a) To Consider Correspondence from MCC [CIRC]**
- (b) To Consider advice received re: making progress -see Committee**

It was resolved to consider the above items in committee

9464 To Note Health & Safety Committee arranged for 9.30 am Thursday, 8.10.15

Town Council noted the arrangements for Health & Safety Committee 8.10.15

**9465 To arrange date for Green Flag Working Party to meet – Cllr A Easson, P Stevens, G Owen
NB: Green Flag Award application costs £350 + VAT 2014/15 [award lasts for 1 year/re-application annually – same costs apply] Planning permission required for Flagpoles + associated costs**

It was resolved that members of the Green Flag Working Party arrange a meeting in conjunction with the Clerk.

9466 Reports

a) To Note Best Kept Garden Competition Report 15.9.15 [CIRC]

Town Council noted the report of Best Kept Garden Competition 15.9.15

b) Reports from Town Council Representatives on Outside Bodies

Cllr A Easson updated Members in relation to the recent CSAT meeting stating most of the issues raised were brought up in Sgt Purnell's Police Report – see Appendix A

Cllr D Evans, Mayor stated he had been invited to the Macmillan coffee morning held at the Castle and the Best Village presentation held at Chepstow Garden Centre. Cllr Evans also advised he had visited the One Stop Shop prior to its closure to thank the staff for their hard work.

c) Governors reports

There were no Governors' reports

d) Other

Cllr A Easson advised Members that Caldicot Youth Group was looking to tidy up the skatepark.

9467 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:

9463 (a) Cemetery Land - To Consider Correspondence from MCC [CIRC]

It was resolved to defer this item pending a meeting of the Clerk and Mayor with Ms Debra Hill-Howells, Mon CC to gain further information

9467 (a) To Approve Minutes/Consider Recommendations of Personnel Committee 21.9.15

It was resolved to consider this item following (g) below

(b) To Consider Tenders for Grounds Maintenance Contract – Expires 31.10.15

It was resolved to defer this item to Planning & Resources Committee 13.10.15 pending further clarification from the Tenderers

(c) To Consider Options/Costings for Christmas Lighting 2015 [CIRC]

Town Council considered options and 3 tenders for hire of Christmas lights.

It was resolved to accept the quotation from City Illuminations for hire of Christmas lights as previously supplied on a 3-year contract at a fixed cost of £4,900 + VAT per annum, plus delivery/collection charges

9467 (d) To Consider Tenders for Installation of Christmas Lights 2015

It was resolved to defer this item to Planning & Resources Committee 13.10.15 pending further clarification from the Tenderers

(e) To Consider Quotation for Installation 3 x Christmas Trees/Barriers – To follow

It was resolved to accept quotation for supply and installation of Christmas trees and barriers at a cost of £855 + VAT

(f) To Consider Applicants for Lease Tymperleys, 9 Sandy Lane via Professional Services [Letter CIRC] – To follow

Town Council considered correspondence from Newland Rennie LLP in relation to Tymperleys, 9 Sandy Lane

It was resolved to instruct the agent to proceed to obtain relevant references in this matter

(g) To Consider advice received re: Cemetery Land [CIRC]

Town Council considered the above advice received regarding the proposed cemetery extension.

It was resolved to defer this item pending the outcome of meeting with Mon CC in this matter – see Min 9463(a) above

(a) To Approve Minutes/Consider Recommendations of Personnel Committee 21.9.15

See Confidential Minute attached .

The meeting closed at 8.55 pm.

(Mayor/Deputy)

Appendix A

Council Report - 1st September – 26th September 2015

Anti Social Behaviour – 7 Calls

- 1 Male begging on the town – reminder to ring 101 if seen
- 1 Youths climbing on the phone boxes – left before officers arrived
- 1 Youths in Castle Park Primary – Area checked left before officers arrived
- 1 Youths asking members of public for money on town – area checked
- 1 Youths playing football on town
- 1 Youths in cars causing a nuisance – reminder to ring 101 if seen
- 1 Youths with a small fire in Skate Park – on arrival they had a BBQ and were cooking burgers

Criminal Damage – 2 Calls

- Bins in King George playing fields
- Tyres cut in Oakley Way

Shoplifting – 4 Calls

- 2 McColl's Newsagents
- 1 Asda
- 1 Waitrose
- Both Waitrose and Asda were the same male and is being dealt with

Burglary – None

Other News

Inspector Thompson will be holding a Inspectors Surgery on 8th October 4pm-6pm in the Library Woodstock Way.

Sgt Purcell updated Members in relation to crimes figures for September [above] — and responded to Members' questions in relation to the following:

- Mill Lane/Woodstock Way/Caldicot School – Sgt Purcell in constant discussions with School/Contractors re safety of school children
- Traffic issues around schools
- Speed of vehicles/police cars along Sandy Lane
- Vehicles in pedestrianised area
- Zebra crossing at Jubilee Way car park
- Apparent repeated violation at traffic lights at top of Station Road