

CALDICOT TOWN COUNCIL

Minutes of Caldicot Town Council held at 6.30pm on Wednesday, 31st July 2013 at Caldicot Town Council

Present: Cllrs: A Davies, Mayor
A Lloyd, Deputy Mayor
D Ashwin
A Easson [7.10pm]
D Evans
F J Harvey
J Haskey
R J Higginson
P Maycock-Jones
M Stevens
P Stevens

[In attendance: G McIntyre Clerk, A Sandiford Members of Public]

9037 Apologies

Apologies were received from Cllrs W Conniff, R Stewart, P Watts

Town Council resolved to accept the Minutes of Health & Safety Committee 30.7.13 on to the agenda for consideration under Minute 9050 below.

For information only the Mayor read out correspondence received from Caldicot Leisure Centre inviting Members to visit the Playscheme.

9038 Declarations of Interest – To be identified under the relevant item/Forms to be completed

Cllr D Evans declared an interest in Planning

Cllr R J Higginson declared an interest in Caldicot Youth Group

Further declarations of interest to be identified under the relevant item.

9039 Suspended Proceedings – [i] Caldicot Youth Group [ii] Caldicot Police

See Appendix A

9040 Open Forum for Public Participation [max 30 mins at Mayor's Discretion]

There were no items raised by Members of the Public

9041 To Approve the Minutes of Full Town Council Meeting 26th June 2013 [Circ]

a) Mayor to Sign the Minutes

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

9042 To Approve the Minutes of Planning & Resources Committee 9th July 2013 [Circ]

a) Mayor to Sign the Minutes

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

9043 Correspondence [Circulated unless marked*]

***(1) Abergavenny Eisteddfod Y Fenni To Note Appreciation for £25 Donation**

Town Council noted the appreciation for £25 donation from Abergavenny Eisteddfod Y Fenni.

***(2) Plot holder Sandy Lane Allotments To Approve Request to Site Shed Plot 23**

Town Council approved the request to site a small shed on Plot 23 Sandy Lane allotments

9043*(3) Mon CC Highways

**To Note Proposed Wales & West Utilities works
Sept 13 – Apr 14
DISPLAYED**

Town Council noted the above proposed Wales & West Utilities Works.

***(4) Mon CC**

**To Note - Section 14 – Road Traffic Regulation Act
Green Lane, The Close & Woodland View, Caldicot
Temporary Road Closure Order(s) DISPLAYED**

Town Council noted the above temporary Road Closure Order.

(5) Caldicot & District CAB

**To Consider Update on Latest Developments in
Citizen's Advice Service in Monmouthshire**

Town Council noted correspondence from Caldicot & District CAB updating on the latest developments in the Citizens Advice Service in Monmouthshire.

(6) One Voice Wales

To Note Training Programme Sept – Dec 2013

Town Council considered Training Programme Sept – Dec 2013 from One Voice Wales.

Cllr M Stevens, Town Council's Training Champion urged Members to participate in training and referred to the statement regarding the legal and governance environment in which the sector operates becoming more complex.

It was resolved that any Member wishing to attend training contact the Clerk.

(7) Mon CC

**Monmouthshire Local Development Plan (LDP) –
Consultation on Amended and Additional Sites By 5.8.13**

Town Council considered Mon CC's amended proposals to achieve an increased housing target following preliminary findings by an independent Inspector identifying a shortfall in the LDP housing provision.

It was resolved to reiterate Town Council's objections to B2 Former Paper Mill Sudbrook and request land at Garthalan Drive be included in the LDP.

(8) Bethany Church

New Activities at the Good Measure

Town Council noted correspondence from the Elder at Bethany Church expressing concerns regarding rumours of current inappropriate activities and plans at the Good Measure Public House.

The Mayor referred to a response from Mon CC Senior Licensing Officer to County Councillor John Marshall in this matter, circulated at the meeting for information only. Town Council noted the correspondence. See also Min 9047 (i) below.

Cllr R J Higginson declared an interest in Licensing.

(9) Mon CC

Tidy Towns Community Group Funding

Town Council considered correspondence from Mon CC inviting accredited Community/Volunteer Groups to apply for grants of £1,000 per project to help transform or benefit the local environment. **It was resolved to circulate the correspondence to local organisations.**

9043 (10) Rectorial Benefice of Caldicot Church Re: Compound near King George V Playing Field in Wales

Town Council noted an expression of interest in Town Council compound for the purpose of an advice centre/coffee shop under the name of “The Mighty Bean” from the Rector of Caldicot.

(10a) The Mighty Bean

Compound KGVPF

Town Council noted an expression of interest in Town Council compound for a community hub to include projects such as a help centre from The Mighty Bean on behalf of Churches Together in Caldicot.

(11) Mon CC

**Invitation to 3 Representatives to MCC Car Parks Stakeholder Workshop – 6pm 14th August 2013
Town Council Building**

Town Council considered the above invitation from Mon CC to look at a range of strategies for guiding car parking in Monmouthshire, in particular the five towns.

Cllr M Stevens expressed an interest in attending but was unavailable on 14.8.13 and requested if she could attend the workshop to be held in Chepstow on an alternative date.

It was resolved to nominate Cllr P Maycock-Jones to attend the Mon CC Workshop 14.8.13 and request if Cllr M Stevens could attend the workshop to be held in Chepstow.

(12) Abbie Cheeseman

Re: Gambia Project

Town Council considered correspondence from Abbie Cheeseman advising that eleven 16-25 year olds from Monmouthshire will be travelling to Gambia to lead workshops on health, sexual health and nutrition as well as breaking down any cultural barriers through sport and music.

The Mayor stated he would like to support the project via a personal contribution.

It was resolved that the Mayor make a personal contribution to the Gambia project.

9044 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] MCC – CCTV Statistics May 2013**

[B] MCC - Severnside Area Committee Agenda/Mins 10.7.13

[C] One Voice Wales – The Voice Summer 2013

Mon/Newport Area Committee Agenda/Mins 11.11.13

[D] Mon Youth Service – Newsletter Edition 4

[E] Public Services Ombudsman for Wales – Annual Report 2012/13

[F] Clerks & Councils Direct – July 2013

[G] STRI – Bulletin July 2013

[H] Mon CC – Improvement Plan 2013-16 www.monmouthshire.gov.uk/improvement/

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

9045 Planning

A) Planning Applications Received [Displayed

DC/2013/00525: Two bedroom bungalow - 61 Sandy Lane, Caldicot

TC Approved

DC/2013/00536: 5000 x3850 projection white UPVC conservatory with face brick perimeter walls, 24 mm double glazed side panel and white UPVC clad aluminium roof structure supporting 24 mm glass roof panels. Positioned to the rear of the property - 18 Fitzwalter Road, Caldicot **TC Approved**

B) Mon CC Planning Information

Planning Permissions

DC/2013/00379: The reconfiguration and redecoration of the existing shopfront and the installation of a new refrigeration plant unit to the side of the store – Co-operative Retail Services Ltd, 180 Newport Road, Caldicot

TC App 29.5.13

DC/2013/00394: Proposed installation of 24 hour ATM cash machine into elevation Co-operative Retail Services Ltd 180 Newport Road, Caldicot

TC App 29.5.13

DC/2013/00410: Construction of single storey garden room extension. First floor extension to enclose first floor balcony area. Construction of canopy to main entrance – 62a Chepstow Road, Caldicot

TC App 11.6.13

DC/2013/00464: Porch and store rooms to scout hall, Scouts Hall, Sandy Lane, Caldicot **TC App 26.6.13**

Town Council noted the above Planning Information above from Mon CC

Cllr D Evans declared an interest in planning

9046 Finance

a) To Approve Updated Cheque List Schedule July 2013 [Circ]

Town Council resolved to approve the Update Cheque List Schedule July 2013 as circulated

b) To Consider Change of Account for Mayor's Charity due to inaccessibility of Co-operative Bank – Mon Building Society – Suggest Incumbent Mayor and Clerk Signatories

The Mayor referred to difficulties in relation to paying donations into the Mayor's Charity Account as there was no Co-operative Bank in the town and requested a new Mayor's Charity Account be set up with Monmouthshire Building Society

Town Council resolved to approve the opening of a new Mayor's Charity Account with Monmouthshire Building Society with the incumbent Mayor and Clerk as signatories.

c) To Approve NJC for Local Government Services 2013/14 Payscales & Allowances [Circ]

Town Council resolved to approve the national final salary award as applicable from 1.4.13.

d) To Consider Annual Renewal of STRI £455 + VAT [+ Travel Exps for Inspection approx. £80]

Town Council resolved to approve renewal of STRI subscription at a cost of £455 + VAT.

9046 e) To Consider Response from Caldicot Youth Group and Request for £2,000 – see Committee for Accounts

It was resolved to consider this item in Committee – see Min9054 (g)

9047 Members Item of Business [Circ]

i) Cllr M Stevens – The Good Measure

Cllr Stevens outlined her item of business and expressed concerns relating to apparent inappropriate activities at the Good Measure Public House over the past few months.

A discussion ensued and it was stated that the apparent activities had ceased and the landlord was currently working with Mon CC Licensing and the Police.

It was resolved to re-affirm concerns raised via a local resident and CC J Marshall to Mon CC and request Mon CC establish the rules of the landlord’s license

A recorded vote was requested:

For: Cllrs AD/FJH/JH/AL/MS/PS

Against: Cllr PMJ

Abstentions: Cllrs DA/AE/DE/RJH

ii) Cllr D Evans – Request to Store Wheelchair at Town Council offices

Cllr Evans outlined his item of business and requested Town Council consider holding a wheelchair at Town Council offices for visitors’ use in the event of not being able to obtain a wheelchair or for emergency use as a result of Shopmobility closing in Caldicot.

It was resolved to request if Shopmobility had a wheelchair to be held at Town Council offices.

9048 Website - To Note Mon CC Response re: lack of unanimous support for Community/Town Council web portal – To Consider Business Case for submission to MCC for Town Council to receive £500 grant [Circ]

Town Council considered the above response from Mon CC and approved Town Council’s Business Case as drawn up by its website provider for submission to Mon CC for £500 grant to upgrade its website.

It was resolved to submit the business case to Mon CC for grant to upgrade Town Council website.

9049 Dog Fouling –

a) To Note 5 Additional Dog Bins Purchased - 3 to be invoiced to Mon CC [Re: TC 26.6.13 R Hoggins – Caldicot Castle] 1 at rear Church Hall spinal path, 1 remaining

Town Council noted purchase of additional 5 dog bins and contribution agreed by Mon CC for 3 of the bins for installation at Caldicot Castle. The Clerk advised that following installation of a further bin along the spinal path 1 spare dog bin remained.

A discussion ensued regarding dog fouling and it was stated that the dog waste collection contractor was attempting to solve the issue of carrier bags being placed in the dog bins by trialling a device to create a small opening to the lid of some of the bins.

A Member referred to dogs continuously fouling around the bin at Blackbird Road.

A Member referred to the bin near to the former West End School apparently being surrounded by brambles making it inaccessible and it was requested if Mon CC could cut these brambles back.

In relation to the spare dog bin, a discussion ensued and it was agreed to investigate the green area on the corner of Longfellow Road/Masefield Road.

It was resolved:

- i) to request the brambles are cut back around the bin near to former West End School**
- ii) to report dog fouling around bin at Blackbird Road**
- iii) to install remaining bin on green area at corner of Longfellow Road/ Masefield Road**

b) To Approve insertion of *Caldicot Town Council* to leaflet [Circ]

Town Council approved the insertion of *Caldicot Town Council* to the leaflets prior to purchasing leaflets and attaching them to the dog bins.

9050 To Note Health & Safety Committee Meeting – 9.30 am Tuesday, 30th July 2013

Town Council considered the Minutes of Health & Safety Committee meeting, circulated at the meeting.

A Member urged all Members to take committees seriously in order to obtain a quorum.

A discussion ensued and a Member referred to four separate pieces of a glass bottle being reported on the pitch, together with management issues, particularly in relation to inspection of the pitches and the unlocking of the gates.

It was suggested that the gates be locked and notices erected around the fields. The Clerk advised that Fields in Trust had insisted the gates remained open for public access.

It was resolved:

- i) to approve the Minutes of Health & Safety Committee Meeting 30.7.13 and accept the recommendations excluding 6(c)**
- ii) to notify *Caldicot Town AFC* that no games or training is permitted on KGVPF until further notice**
- iii) to open the gates and request that *Caldicot AFC* return all keys to Town Council**

Cllrs A Easson, M Stevens and P Stevens declared an interest in this matter

9051 To Note Invitation from Burgermeister to Mayor to Stadtfest Waghausel 30.8.13 – 2.9.13

The Mayor read out an invitation received inviting the Mayor & Consort to Stadtfest Waghausel.

The Mayor stated he would be accepting the invitation and A Member requested if the visit was an approved duty. Reference was made the Mayor's allowance and it was stated that all relevant costs for twinning visits were personally paid for by the individuals attending.

It was resolved that the Clerk clarify the invitation which was addressed to Cllr Stevens, Past Mayor.

9052 King George V Playing Fields – Trustee Committee [Circ]

a) To Consider Report on Ash Tree

Town Council resolved to accept the report on the Ash Tree from Tree Care Consulting.

b) To Consider STRI Report on Bowls Green

Town Council resolved to accept the STRI report on the bowls green

c) To Consider Update from Compound Working Party [Circ]

Town Council approved the notes of Compound Working Party 24.7.13 and the draft notice inviting expressions of interest regarding the proposed provision of a community facility at KGVPF, subject to the insertion of a closing date.

It was resolved to insert a two week closing date to the notice and display in Town Council noticeboard.

d) To Note awaiting advice from OVW re: dog exclusion zone KGVPF

It was resolved to defer this item pending advice from One Voice Wales.

e) To Note response from Caldicot Police re: speed ramps – To Approve installation £542 [No response re: alternatives]

Town Council noted the response from Caldicot Police stating it would be the decision of Town Council to place speed ramps at KGVPF.

A discussion ensued and reference was made to any potential grants becoming available.

It was noted that no alternative method of traffic calming had been received.

It was resolved to accept the previously considered quotation from Willow Landscapes for installation of speed ramps and warning signs at KGVPF at a cost of £542.00 + VAT.

9053 Reports

a) Town Council Representatives on Outside Bodies

Cllr M Stevens updated Members in relation to the new Restorative Justice Project, involving the Police, Youth Service, Courts, Leisure Centre, local businesses, parents, carers and local authority set up to work with young offenders, with Caldicot being the first to have the scheme.

Cllr Stevens stated that the youths had indicated they had nowhere to go and the reason they felt safe in the town centre was because of the CCTV and lighting.

Reference was made to community service being carried out outside the youths' residential areas and it was stated that attempts for community service to be carried out in Caldicot in the past had failed. Cllr Stevens stated that the Courts were now involved in the new scheme and contracts were to be signed by the youths and their parents.

Cllr Stevens advised that the first meeting of the group was due to take place on 14th August and requested if Members had any specific questions for her to raise at the meeting they should do so via the Clerk.

Town Council welcomed the initiative and wished it every success.

Cllr A Davies advised that the next Mon CC Charter Liaison Meeting will take place on 5.9.13.

b) Governors

There were no Governors' reports.

c) Other

(i) Cllr R J Higginson – Report on Twinning Exchange 21st – 24th June 2013 [Circ]

Town Council noted and thanked Cllr Higginson for his report on the recent twinning exchange.

9054 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: [Circ]

- a) Corporate Governance/Assessment and Management of Risk [Circ]**
To Consider Quotations for Appointment of External Source via One Voice Wales
Re: Internal Audit Report – Consideration should be given to the development of various strategic and policy documents in order to further strengthen the Council's governance controls/procedural documentation/risk assessment and management procedures

Town Council considered two quotations for appointment of an external source to undertake Corporate Governance/Assessment and Management of Risk as recommended by the Internal Auditor.

It was resolved to accept quotation from Ellis Wittham for the Service Proposal circulated dated 27.6.13 at a cost of £2,531.00 + VAT per annum for an initial Service Agreement period of 36 months.

b) To Consider Quotation for Town Council Security Systems

Town Council considered quotation for Town Council Security Systems.

It was resolved to defer this item to Planning & Resources Cttee pending additional quotations.

c) To Consider Quotation for removal Willow tree KGVPF

Town Council considered quotation for removal of Willow tree at KGVPF

It was resolved to accept quotation from Willow Landscapes at a cost of £50 + VAT

d) To Consider Quotations for Finger Post – KGVPF and to agree location

Town Council considered quotation for finger post at KGVPF and deferred exact location until nearer time of installation.

It was resolved to accept quotation from Furnitubes for supply and delivery of Guildford composite root fixed galvanised steel Signage Column with 4 directional arms at a cost of £1,056 + VAT.

e) To Consider Quotations for Town Council Noticeboard [1]

Town Council considered quotation for replacement of Town Council noticeboard

It was resolved to investigate a new noticeboard near to the bus stop in the town centre for public notices.

f) To Consider Quotations for Drawing of Plans for Compound Community Project – To Follow

It was resolved to accept quotation from Maison Design for drawings for Compound Community Project, including acting as agent to council at a cost of £1,530 + VAT

g) See Min 9046 (e) Caldicot Youth Group Accounts

Town Council commended Mr Josh Klein from Caldicot Youth Group on his earlier presentation

It was resolved to release remaining £2,000 of the £4,000 as set aside in Estimates Committee 11.12.12 to Caldicot Youth Group

Cllr R J Higginson declared an interest in this item and left the room.

The meeting closed at 8.25pm

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Mayor/Deputy Mayor

APPENDIX A

9039 Suspended Proceedings

i) Caldicot Youth Group

Mr Josh Klein, Director of Caldicot Youth Group outlined the history of The Zone and clarified the structure of Caldicot Youth Group. Mr Klein circulated a presentation leaflet and Summer 2013 calendar for the Zone [attached]

The Mayor thanked Mr Klein for his very informative presentation.

ii) Caldicot Police

The Mayor welcomed PC Caroline Lee and PCSO Ceri Vaughan to the meeting who advised that Inspector Smith and Sergeant Purcell would be covering Caldicot. Sergeant Roland Giles had gone to Chepstow. Members were updated in relation to local crime statistics:

Anti-Social Behaviour

- Youths playing football in the town
- Drinking at KGVPG

Crime Related

- Criminal damage – 2
- Theft – 3
- Shoplifting – 1
- Arson – 8 – possible offender arrested

Drugs

- 5 calls all from same area

Reports of youths swimming in the pond at Caldicot Castle – visitors to the area have been asked to report any future sightings to the Police.

The Mayor thanked the Police for their report