CALDICOT TOWN COUNCIL

Sandy Lane
Caldicot

Minutes of meeting of Caldicot Town Council held at 6.30 pm on Wednesday, 31st October 2007 at Caldicot Day Luncheon Centre

PRESENT:

Cllrs:	D Ashwin, Mayor	R J Higginson
	C Babb	J Marshall
	J Daniels [6.50 pm]	R Stewart
	A Easson	K Thomas
	D Evans	P Tidmarsh
	J Haskey [left 9pm]	

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

7946 Apologies

Apologies were received from Cllrs E Davies, W Edwards, G Jenkins and Insp J Smith

7947 Open Forum for Public Participation [15 Minutes]

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

- Proposed pelican crossings at Deep Weir/The Cross
- Caldicot and District Chamber of Commerce Fireworks Event
- Bus stop at Longfellow Road
- Wales Coastal Access Paths

7948 Declarations of Interest

Cllr D Ashwin declared an interest in Mon CC Matters
Cllr R Stewart declared an interest in Planning Matters
Further declarations to be identified under the relevant item

7949 To Approve the Minutes of Full Town Council Meeting 26th September 2007 [Circ]

A lengthy discussion ensued regarding paragraph 2 of Min 7934 (5b). The Mayor stated to the best of his recollection the Minute was accurate. It was proposed and seconded that the Minute be changed to delete *"to be more of a priority than the proposed crossing at Deep Weir"*. A vote ensued: 4 For: 3 Against: 4 Abstentions. The proposal was carried.

The Minutes were approved as a true record subject to Min 7934 (5b) paragraph 2 delete …. *"to be more of a priority than the proposed crossing at Deep Weir"*.

a) Mayor to Sign the Minutes

The Mayor signed the Minutes

7950 To Approve the Minutes of Planning Committee 9th October 2007 [Circ]

The Minutes were approved as a true record

a) Mayor to Sign the Minutes

The Mayor signed the Minutes

7951 To Note Special Full Town Council Meeting 16.10.07 CANCELLED

Members were advised that following Town Council's £2,000 donation towards the Fireworks Event, Caldicot & District Chamber of Commerce will be required to provide audited accounts and Balance Sheet following the event.

7952 Ongoing/Outstanding Issues: [Placed at front of agenda in accordance with Town Council]

a) To Note the following issues added to list of requests for consideration of inclusion in Mon CC Road Safety Strategy
- **Pelican Crossing at Deepweir**
- **20mph speed restriction – Castle Lodge Crescent**
- **Parking Issues – Newport Road**
- **Barriers at Lane Newport Road – Masefield Road**
- **Patch of Grass opposite entrance to Shakespeare Drive/Car Park – Requested MCC undertake traffic safety survey at West End**

b) Road damage – Park Road – Mon CC added to program of works
c) Dropped Kerbs – Cemetery – Completed
d) Directional sign to Caldicot Cemetery – Mon CC arranging sign
e) Mini Roundabout at Sandy Lane – On Mon CC Road Safety Strategy – To investigate Sandy Lane/Jubilee Way junction improvement

Town Council noted the above updated ongoing/outstanding issues.

7953 Correspondence [Circ unless marked*]

(1) Cllr A Easson **Re: Voting to Committees at Town Council Annual Meeting 23.5.07**

Town Council considered correspondence from Cllr A Easson together with responses from John Griffiths AM, Welsh Assembly Government Minister for Social Justice and Public Service Delivery, Mon CC Monitoring Officer, and One Voice Wales in relation to voting for Committees at Town Council Annual Meeting 23.5.07.

A discussion ensued and Cllr J Marshall apologised for his error at the Annual Meeting.

It was resolved to accept the response from One Voice Wales and incorporate more specifically into the review of Town Council Standing Orders to be undertaken in conjunction with the forthcoming revised Model Code of Conduct.

(2) Cllr R Stewart [b/f TC 26.9.07] **Caldicot Citizenship Award**

Town Council considered a proposed 'Caldicot Citizenship Award' form and request from Cllr R Stewart to standardise nominations for Citizen's Awards and present framed, more appropriate Certificates to recipients in place of Town Council shield.

A discussion ensued and it was considered that recipients of the Citizen Award should be presented with Town Council shield.

It was resolved:

i) to accept the 'Caldicot Citizenship Award' form for nominations, available from the Clerk

ii) to consider nominations annually, in Committee, at July Planning Committee meeting
iii) to present a suitably inscribed Town Council shield to successful nominees, with a framed Certificate

7953 (3) Cllr R Stewart [b/f TC 26.9.07] Re: Flying Flag at Half Mast

Cllr R Stewart requested Members consider the occasions on which Town Council flag should be flown at half mast.

It was resolved to carry this item forward to Town Council meeting 28.11.07 pending Cllr J Daniels forwarding the Royal British Legion protocol for flag flying at half mast to the Clerk.

Cllr J Daniels declared an interest in this matter

(3a) One Voice Wales Re: Flag Flying/Citizen's Awards

Town Council considered this item with (3) above

(4) Shopmobility Newport Request for Donation

Town Council considered a request for donation from Shopmobility Newport.

Reference was made to Town Council support of Shopmobility in Caldicot.

It was proposed and seconded to donate £25 to Shopmobility Newport. A vote ensued: For: 4 - Against: 6.

It was resolved not to donate to Shopmobility Newport

*** (4a) Gwent Association for the Blind Appreciation for Donation**
Town Council noted the appreciation for donation from Gwent Association for the Blind.

*** (4b) Caldicot Amateur Operatic Society Appreciation for Donation**

Council noted the appreciation for donation from Caldicot Amateur Operatic Society

(4c) Wednesday Club Request for Donation [Policies/Rules Disp]

Town Council considered a request for donation towards the purchase of gymnastic mats for Wednesday Club.

Members commended the Methodist Church on their playscheme for 5-11 year olds
and referred to the "tremendous amount of work for the youth" provided by local churches.

It was resolved to donate £1,000 from Playscheme 2007 budget to Wednesday Club

Cllr R J Higginson declared an interest in this matter

7953 (4d) Bobath Cymru **Request for Donation**

Town Council considered a request for donation from Bobath Cymru.

It was resolved to donate £25 to Bobath Cymru

(5) Rural Community Action [RCA] **Request to meet with Town Council**

Members accepted the offer from Rural Community Action to assist Town Council on issues relating to the set up and running of community groups and projects arising from previous discussions with Town Council Members.

It was resolved to request RCA address Town Council under suspended proceedings 30.1.08

Cllr D Jones, Deputy Mayor, referred to no quorum at the previous address by RCA and requested Members attend the 31.1.08 meeting.

Cllrs D Ashwin and R J Higginson declared an interest in this matter

(6) Welsh Assembly Government **Consultation – Local Vision, Preparing Community Strategies – revised community strategic guidance - Comments by 23.11.07**

Town Council considered the above consultation document.

It was resolved to note the Consultation Document with any comments to be forwarded direct to Welsh Assembly Government by 23.11.07.

(7) WAG/One Voice Wales/WLGA Brian Gibbons AC/AM **Consultation – A Shared Community – Relationship Building measures and Charters for unitary authority and community and town councils - Comments by 3.12.07**

Town Council considered the above consultation document.

It was resolved to note the Consultation Document with any comments to be forwarded direct to Welsh Assembly Government by 3.12.07.

(8) Insp J Smith **Re: Cars For Sale in Lay-by at Deepweir**

Town Council considered correspondence from Insp J Smith advising he will establish whether or not there is a wilful obstruction in this matter, and if not consideration will be given to prosecution for any documentation offences identified.

A discussion ensued and it was stated that as a "turning head" any car parked in the lay-by would be causing an instruction.

It was resolved to inform Inspector Smith that the lay by is a "turning head" and vehicles with "For Sale"signs must be removed.

(9) Caldicot & District Chamber of Commerce **Town Council Flag Poles**

Town Council noted correspondence from Caldicot and District Chamber of Commerce in relation to Town Council flag poles.

7953 (10a) Cllr A Easson Mail Collections

Town Council considered correspondence from Cllr A Easson advising that Sunday and Bank Holiday letter collections will cease from 28.10.07.

It was resolved to oppose the proposed collection proposals via Jessica Morden MP

(10b) Cllr A Easson Traffic Concerns

Town Council considered correspondence from Cllr A Easson expressing safety concerns at the junction of Chepstow Road and Church Road exacerbated by the local blue bus "standing down" for extended periods of time in the bus stop near to the Zone.

Reference was made to the feasibility of a bus terminus at Jubilee Way to incorporate access to Shopmobility and the proposed new supermarket.

It was considered that the junction off Church Road/Chepstow Road/Sandy Lane was one of the most hazardous locations in Caldicot and it was stated that bus stops were pick up/drop off areas and not parking areas.

It was resolved to refer Town Council's concerns of the blue bus "standing down" in the bus stop near to the Zone to Mon CC Transport Manager.

(10c) Cllr A Easson Local Bus Service

Members considered correspondence from Cllr A Easson expressing concerns of the late night bus service being under threat due to lack of subsidy from April 2008.

It was stated that the service was not under threat and that new tenders were currently being sought for the service from April 2008.

Cllr R J Higginson declared an interest in this matter

(11) Caldicot Medical Group Re: Proposed Meeting

Town Council considered correspondence from Caldicot Medical Group requesting additional dates for a meeting.

Cllr J Marshall read out an agenda he had prepared for the proposed meeting with Caldicot Medical Group and passed the correspondence to the Clerk.

It was resolved:

- **i) to request a meeting with Caldicot Medical Group during the day in December 07**
- **ii) to accept the correspondence as read out by Cllr J Marshall to form the agenda**
- **iii) that Cllrs J Daniels, D Evans, D Jones, J Marshall, R Stewart represent Town Council at the meeting**
- **iv) that Cllr J Haskey substitute any Member in (ii) that is unable to attend the meeting**

7953 (12) Mon CC **Consultation on the Future of Waste and Recycling Services in Monmouthshire**

Town Council considered correspondence CC on the above consultation from Mon CC.

A discussion ensued and Town Council expressed concerns regarding proposals contained in the Consultation document, particularly in relation to fortnightly collection, increased fly tipping and lack of recyclable plastic materials.

It was resolved to oppose the proposals on the future of waste and recycling services in Monmouthshire

Cllrs D Ashwin and R J Higginson declared an interest in this matter

(13) Cllr J Marshall **Road Safety Strategy Scheme**

Town Council considered correspondence from Cllr J Marshall urging Caldicot County Cllrs to work together to achieve more for the town and requesting traffic calming measures for Birbeck Road and Dewstow Road.

A discussion ensued regarding Mon CC Road Safety Strategy Scheme and Town Council's previous requests for works to be added to the list of priorities for Caldicot.

Cllr D Jones, Deputy Mayor, outlined to Members Mon CC procedure for prioritising the Road Safety Strategy for Severnside. It was requested who at Mon CC had the authority to change Town Council's list of priorities.

The Clerk advised Members that Mon CC now operated a database and all requests were added for consideration to the Road Safety Strategy, which would in due course be consulted on by Town Council prior to being prioritised at the Severnside Area Committee.

It was resolved:

- **i) to consider Town Council's list of priorities for Road Safety Strategy at Town Council meeting 28.11.07**
- **ii) to request Mr Dave Harris, Head of Highways, Mon CC meet with Members with regard to the Road Safety Strategy and priorities for highways works in Caldicot –** Cllr P Tidmarsh offered prior apologies

(14) Cllr D Ashwin **Request for Lave Net Fishermen Support**

Town Council considered correspondence from Cllr D Ashwin stating the Environment Agency will be producing additional by-laws in 2008 which will threaten the heritage form of fishing with lave nets at Black Rock.

It was resolved to support the Lave Net Fishermen in seeking exclusion from the proposed by-laws via the Environment Agency and Elin Jones, AM.

(15) Guide Dogs **Letter of Support for Crossing at Sandy Lane**

Town Council noted correspondence from Guide Dogs in support of a request for crossing at Sandy Lane.

7953 (16) Mon CC **Armistice Day: Sunday 11th November 2007**

Town Council noted correspondence from Mon CC advising that the firing of rockets/maroons at castles in Monmouthshire had been suspended due to Armistice Day falling on 11.11.07.

Cllr J Daniels declared an interest in this matter

(17) Mon CC **Re: Request for two new Bus Shelters at Green Lane and Station Road Confirmation of Location required**

Town Council considered site plans from Mon CC requesting confirmation of locations for additional proposed bus stops at Green Lane and Station Road.

It was resolved to confirm Sites 1451 and 1455 of the bus route corridor enhancement scheme Wilcrick to Parkwall for addition proposed bus stops in Caldicot.

Cllr C Babb declared an interest in this matter

(18) Chepstow Town Council **Copy Correspondence to Mon CC Re: CCTV**

Town Council noted copy correspondence from Chepstow Town Council to Mon CC advising of its intention to withdraw from CCTV Partnership with effect from 1st January 2008 unless progress is made in resolving outstanding CCTV issues.

Cllrs D Evans and J Marshall updated Members on the CCTV meeting with Chepstow and Monmouth Town Councils 8.10.07 [Report Circ – See Min 7962 (b) below].

It was advised that Tracy Harry, Head of Resource and Performance Management was due to report to Cabinet on CCTV at 2pm on 7th November 2007. It was requested if Town Council could send representatives to the Cabinet meeting. It was stated that representatives could attend the meeting as observers only. Cllr D Ashwin stated he wished to be present at the Cabinet meeting and was advised that as a County Councillor he would not be able to represent Town Council.

Reference was made to Town Council requesting more localised monitoring and it was stated that Mitel had a CCTV system in place. It was requested if it would be feasible to utilise Mitel's CCTV system for monitoring in Caldicot. It was stated that the current CCTV system belonged to Mon CC and its permission should be sought to investigate alternative CCTV arrangements

It was resolved:

i) to nominate Cllrs D Evans and J Marshall to attend Cabinet meeting 7.11.07 as observers in order to report to Town Council 28.11.07.

ii) to enquire with Mitel regarding the feasibility of utilising its CCTV system for monitoring in Caldicot

(19) Divisional Commander, Gwent Police **Opportunities to co-fund the recruitment of further Police Community Support Officers for the Monmouthshire area NB: Chief Superintendent and Superintendent will attend meeting with TC if required**

Town Council considered a further request for financial assistance to provide additional PCSO's from Heddlu Gwent Police.

A discussion ensued and it was stated that PCSOs had limited enforcement powers.

Reference was made to Torfaen CBC's contribution towards additional PCSO and it was requested if Mon CC were also contributing.

It was resolved to forward the correspondence to Mon CC and request if Mon CC would be contributing towards additional PCSOs.

7954 Planning [Displayed]

A) Planning Applications Received

DC/2007/01304: Erection of 2 storey side extension forming family, utility room and bedroom/ study – 7 Beech Road, Caldicot **TC Approved**

DC/2007/01314: Change felt flat roof on garage to tiled pitched roof – 90 Mill Lane, Caldicot **TC Approved**

Cllr D Ashwin, Mayor, declared an interest in Plan DC/2007/01326 and left the room.
In the absence of the Mayor, Cllr D Jones, Deputy Mayor, took the chair for consideration of Plan DC/2007/01326

DC/2007/01326: Retention of children's play area, built in the form of a castle/fort (revised scheme) – The Castle Inn, 64 Church Road, Caldicot **TC Approved**

DC/2007/01365: Installation of an automatic telling machine (ATM) – 12 Wesley Buildings, Caldicot **TC Approved**

B) Mon CC Planning Information – See Appendix A [Displayed]

C) Planning Committee Agenda 16.10.07, 30.10.07 – For Information Only

Town Council noted the above Planning Information from Mon CC

7955 Publications, Minutes, Etc [Displayed]

[A]	**Plus Publishing Services**	**Local Council's Update Issues No 96**
[B]	**NALC**	**DIS issues 666/667**
[C]	**One Voice Wales**	**Agenda/Mins Mon/Newport Area Cttee AGM 18.10.07**
[D]	**Brian Gibbons AM**	**The Fire and Rescue National Framework for Wales**
[E]	**Sewta**	**Business Plan 2007/08**
[F]	**St David's Foundation Hospice Care**	**Annual Report 2006/07**
[H]	**GAVO**	**Monmouthshire Network – Autumn 2007**
[I]	**Play for Wales Cymru**	**Autumn 2007**
[J]	**One Voice Wales**	**The Voice Issue 8**
[K]	**Fields in Trust**	**Fields Focus Issue 10.9.07**

Town Council noted publications [A] to [K] above, available in Town Council office.

7956 Finance [b/f TC 26.9.06] [Circ]

a) Cheque List Schedule – Update

Town Council approved the updated Cheque List Schedule as circulated

b) Donations and Contributions Schedule Update [Circ]

Town Council approved the updated Donations and Contributions as circulated

c) Financial Comparisons 1.4.07 – 30.9.07

Town Council approved the Financial Comparisons 1.4.07 – 30.9.07

7957 To Arrange Date For Finance Committee [Estimates] – 7 pm 14.11.07

It was resolved to arrange a meeting of Town Council to consider Estimates at 7pm on 14.11.07 at DLC.

7958 Armistice Day Parade – Sunday, 11.11.07, meet at 10.15 am Jubilee Way Car Park
Annual Sunset Service – Sunday 11.11.07, 4pm at Celtic Cross

Town Council noted times for Armistice Day Services in the town.

Cllr D Ashwin, Mayor, referred to Royal British Legion letter confirming details of the Armistice Day Parade.

Cllr J Daniels declared an interest in this matter

7959 Caldicot Cemetery [b/f TC 26.9.07]

a) Mon CC – Re: Grave Spaces in Cemeteries/Churchyards [Circ]

Town Council considered correspondence from Mon CC requesting information on remaining grave spaces in cemeteries/churchyards in Caldicot.

Members estimated that 5 years burial space remained in Caldicot Cemetery and it was noted that Town Council had applied to Mon CC for additional land adjacent to the cemetery for an extension to the cemetery.

Cllr D Ashwin, Mayor, stated he would be attending the local Community Councils' meetings to enquire about burial space outside Caldicot.

It was stated that headstone inspection had recently been undertaken in Chepstow cemetery at reduced pressure and unsafe headstones had been staked rather than laid down. Reference was made to Town Council being due to re-test headstones in the cemetery in October 2008. The Clerk stated it had been recommended to advertise the re-testing of headstone one year in advance.

It was resolved to defer this item to Town Council meeting 30.1.08.

b) To Note Mon CC Cemeteries Working Group 9.30 am 31.10.07 Cty Hall

Town Council noted date and venue for the above Mon CC Cemeteries Working Group meeting.

7960 Fairtrade – To Note Date to be set for Presentation to Town Council and Regeneration Committee in New Year

It was resolved to request a presentation in this matter at Planning Cttee 8.1.08

7961 KGVPF

a) Caldicot Bowls Club – Re-clad Pavilion Caldicot Bowls Club [Circ]

Town Council noted correspondence from Caldicot Bowls Club advising of essential works required to be undertaken at Caldicot Bowls Club to be carried out at no cost to Town Council.

7962 Reports

a) Caldicot Flooding Forum – 2.10.07 [Circ]

Town Council noted the Draft Notes of Caldicot Flooding Forum meeting 2.10.07.
Cllr D Ashwin, Mayor, advised members that Jessica Morden, MP gave her support to the issues of flooding in the town.

b) CCTV meeting with Chepstow and Monmouth Town Councils 8.10.07 [Circ] – To Note MCC report to Cabinet scheduled for 7.11.07

Town Council noted the report of CCTV meeting 8.10.07 and that Mon CC would be considering CCTV at Cabinet 7.11.07 - See Min 7953 (18) above

c) Town Council Representatives on Outside Bodies

i) Caldicot Regeneration Group – Request under Freedom of Information Act Cllrs J Marshall, A Easson, M Rice [Circ]

Cllr J Marshall stated the request had not been on behalf of the Regeneration Group.

Town Council noted copy correspondence to Mon CC in relation to council tax collections together with response including table showing council tax due and collected as requested.

Cllr J Marshall referred to a 68% council tax collection rate in Monmouth compared to 96% in Caldicot.

It was resolved to write to Mon CC requesting an explanation for the low collection rate and whether Caldicot's collection rate is offset against the shortfall in Monmouth.

d) Governors

Cllr A Easson stated he had been elected to Sandy Lane Governors.

e) Other

Cllr D Jones stated she was unable to attend the recent Chamber of Commerce meeting.

Standing orders were called for 15 minutes

7963 Committee – To consider exclusion of 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.

[b/f TC 26.9.07]

a) Update re: Damaged Item of Play Equipment – To Consider additional item

Town Council resolved to accept quotation from Wicksteed Leisure for replacement of damaged item of play equipment with additional costs of approx £1,000, over and above the pending insurance claim, being taken from Playscheme funds.

b) ROSPA Report on Play area [Circ]

Town Council accepted the above ROSPA Report.

c) STRI Advisory Report on Bowling Green [Circ]

Town Council accepted STRI Advisory Report to be incorporated in the renewal contract.

d) Gwent Police – Re: Invoice Festival 2007 [b/f Planning Cttee 9.10.07]

It was stated that the invoice had been received in error.

It was resolved to defer this item to a future meeting if no darification was received from Caldicot Police.

e) To consider DLC Boundary Wall

Town Council resolved to request further information regarding health and safety issues in relation to any proposed capping of the DLC boundary wall

f) To consider Town Council Trees

It was resolved to request costs for a tree survey in relation to Town Council's trees.

The meeting closed at 9.15pm

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Mayor/Deputy Mayor

APPENDIX A

Mon CC Planning Information

i) Planning Permissions

DC/2007/00320: Retrospective Planning for garden wall fronting the highway more than 1 metre high (brick wall and fence above erected 4 years ago) and extension of wall and fence to frot line of bungalow – 1 Usk Close, Caldicot **TC Ref 25.4.07***

***Planning Regulation of 1m high fence fronting a highway to be adhered to**

DC/2007/00538: 2 storey extension to provide guest house accommodation – 178 Newport Road, Caldicot **TC Ref 30.5.07***

***Dangerous Access onto Newport Road**

DC/2007/00756: Installation of an automated teller machine – Somerfield, Wesley House, Newport Road, Caldicot **TC App 25.7.07**

DC/2007/00759: Proposed conservatory (demolish existing garage and provide parking space) – 10 Goldfinch Close, Caldicot [Amended] **TC App 11.9.07**

DC/2007/00863: Internal alterations and side dormer to gain access to loft conversion –Newport Road, Caldicot **TC App 11.9.07**

DC/2007/00930: Rear single storey extension – 15 Fitzwalter Road, Caldicot **TC App 25.7.07**

DC/2007/00978: Change of use to allow operation of the existing unit for B1, B2 or B8 Uses - Electrocatalytic Ltd Unit, 9 Norman Way, Caldicot **TC App 14.8.07**

DC/2007/01075: Detached garage – 1 Dewstow Road, Caldicot **TC App 11.9.07**

DC/2007/01143: Installation of one 0.6m diameter communications dish and fixings on the training tower at Caldicot Fire Station – Caldicot Fire Station, Newport Road, Caldicot **TC Ref 11.9.07***

***Insufficient detailed information**

DC/2007/01169: Single storey rear extension – 20 Clos Rheidol, Caldicot **TC App 11.9.07**

DC/2007/01182: Proposed first floor extension over garage – No 49 Blackbird Road, Caldicot **TC Ref 26.9.07**

- **Out of keeping with surrounding area**
- **Poor visibility on corner**