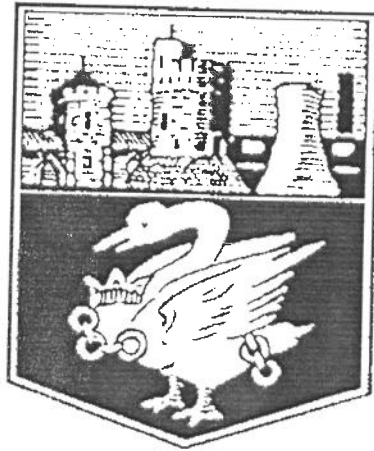


Caldicot Town Council
Cil-Y-Coed



Minutes

25th July 2018

**Minutes of Caldicot Town Council held at 6.30pm on Wednesday,
25th July 2018 at Caldicot Town Council**

Present: Cllrs:

O Edwards, Mayor	R J Higginson
J Williams, Deputy Mayor	A Lloyd (left 8.15 pm)
D Ashwin (left 7.50 pm)	M Mitchell
W Conniff	F Rowberry
A Easson	M Stevens
D Evans	P Stevens
R Garrick	S Tovey (left 7.50 pm)
K Harris (left 7.50 pm)	J J Williams

[In attendance: G McIntyre, Clerk; C Till; C Drew, Mayor's Cadet; PS N Callard; Members of Public]

The Mayor, Cllr Oliver Edwards, welcomed and introduced Mayor's Cadet, Chloe Drew to the meeting.

9992 Apologies

There were no apologies received.

9993 Declarations of Interest – To be identified under the relevant item/Forms to be completed

Cllr D Evans declared a personal interest in Planning Matters, as a member of Mon CC Planning Committee, in relation to minute 9996.

Cllr R J Higginson declared a personal interest in Planning Matters, as a member of Mon CC Planning Committee, in relation to minute 9996.

Cllr M Stevens declared a personal interest in Part B, 2

Cllr P Stevens declared a personal interest in Part B, 2

Other declaration made under relevant items.

9994 Open Forum for Public Participation [max 15 mins at Mayor's Discretion]

- Town Centre benches stored outside rear of vacant business premises

In response, Council advised that Town Team had been requested some time ago to relocate the benches to the town centre.

It was agreed to contact Chief Executive, Mon CC, to request when the benches would be relocated to the town centre.

9995 To Approve the Minutes [CIRC]:

- a) Minutes of Full Town Council 27th June 2018 – Mayor to sign the Minutes

The Minutes of Full Town Council 27th June 2018 were approved as a true record and duly signed by the Mayor.

- b) Minutes of Planning and Resources 10th July 2018 – Mayor to sign the Minutes

The Minutes of Planning and Resources Committee 10th July 2018 were approved as a true record and duly signed by the Mayor.

9996

Planning - Plans may be viewed prior to the meeting at:

<http://www.monmouthshire.gov.uk/planning/research-planning-history>

A) Planning Applications Received:

DC/2013/00796: Erection of 15 no. dwellings with associated parking, access, landscaping and engineering works.

Amendment Details: submission of revised plans due to the reduction in number of units from 16 to 15.

Residential Quarters, The White Hart Inn Sandy Lane, Caldicot, NP26 4NA

TC Approved *

***To note MCC proposal, as part of town centre regeneration, to relocate town centre bus stop near to the entrance of this development**

It was agreed to advise Chris Jones, Regeneration of Plan DC/2013/00796.

9997

Finance [Circulated unless marked*]

1) To Approve Cheque List June 2018

Town Council resolved to approve Cheque List June 2018 as circulated.

2) To Approve Financial Comparison 1.4.18 – 30.6.18

Town Council resolved to approve Financial Comparison 1.4.18 – 30.6.18 as circulated.

3) *To Approve payment of invoice to Mon CC - £20,500 for support of road sweeping services 1.4.18 – 31.3.19 [NB: £20,000 in Estimates] [TC 29.11.17 ... *thereafter the invoice would be paid in quarterly instalments*]

Members were unhappy that the invoice had exceeded the amount in Estimates, set aside for contribution to Mon CC services.

Town Council resolved to make enquiries with Mon CC regarding the invoice of £20,500, as £20,000 had been included in Estimates.

4) *To clarify allocation of IRP Determination 47 Special Responsibility Payments [b/f Annual Meeting 16.5.18 & FTC 27.6.18]
[Community and town councils in Group B & C must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses]

Town Council resolved that Cllr O Edwards, Mayor, be paid two special responsibility payments of £500, in recognition of specific responsibilities as Chair of two Committees, in accordance with IRP Determination 47.

5) *To Note Appreciations for Donations:

a) MS Therapy Centre - £75

b) Abergavenny Eisteddfod - £50 *[received after the event]*

c) Caldicot Community Lunches - £2,500

d) Mon CC – Summer Reading Challenge - £500

To Note Invitation to Summer Reading Challenge Event 3.10.18 Caldicot Hub

Town Council noted appreciation for donations as above and the invitation to the Summer Reading Challenge Event 3.10.18 at Caldicot Hub.

Ref: Min 10005 - Town Council welcomed the letter of appreciation from the Events Committee for it's contribution towards the success of this year's Carnival event.

**9998 To Approve the Minutes of Personnel Committee 10.7.18 [CIRC]
(a) Confidential Minute – see Appendix A (Item 19)**

See Min 10011

**9999 To receive notes of Caldicot Working Together Working Party meeting 6.7.18
a) To approve recommendations**

Cllr J Williams, Chair of the Working Together Working Party, outlined the recommendations of the meeting held on 6th July 2018 as follows:

- Renaming of the working party to “Caldicot United”
- Meetings to be held on the first Wednesday of the month at 1 pm at Town Council offices
- Terms of Reference to be reviewed after six months - ‘Improvement of Caldicot through the common endeavour of community groups, achieving more for the community of Caldicot’
- Cllr P Stevens to be added as a member of the Working Party
- Co-option of History Society, Events Committee, Caldicot Community Working Together volunteers, Caldicot Town Team, Churches Together, Caldicot Castle and Youth Service (one vote per group)
- GAVO and Mon CC to attend in an advisory capacity (no voting rights)

Cllr Williams advised that the Working Party would aim towards creating a community event in 2019, as instigated by Cllr P Stevens - *‘Working party to celebrate development of Caldicot throughout time, opportunity for collaborative working and joint project for partners within Caldicot’* and to be a liaison group for other volunteer community groups in the town.

Members would like to see a strong participation from young people in the town and the consideration of members of the public being invited to the meetings.

Cllr P Stevens advised that the idea had arisen from a celebratory event being organised by Usk Town Council and it was suggested that Usk Town Council be contacted in this regard.

Town Council approved the recommendations of the Working Together Working Party.

a) Date of next meeting

Cllr P Stevens advised he would not be available for the recommended meeting date Wednesday, 1st August at 1pm.

**10000 To receive notes of meetings with Mon CC representatives held 10th July 2018
[CIRC]:**

a) Education and School places – Cllr R John, M Jones

Town Council received the notes of meeting with Cllr R John, M Jones 10th July 2018.

b) Caldicot Town Centre – R Hoggins

Town Council received the notes of meeting with R Hoggins and A Mason 10th July 2018.

Members were concerned about the state of the Cross memorial, due to lack of repair, and had witnessed abuse by members of the public sat on the Cross drinking. It was considered appropriate that a fence be placed around the memorial. It was also suggested that the memorial be relocated to the area outside the library. Reference was again made to vehicles continuing to park in the vicinity of the memorial and to the apparent lack of prevention by the police, CCTV and monitoring of permit system.

Proceedings were suspended to allow Sergeant N Callard to advise on vehicles in the town centre and The Cross Memorial and update members on police report [Item 12c]

Sgt Callard commented as follows:

- Lack of police capacity – brought up with Commissioner
- Not feasible for police to “chase up”
- Not cost effective to retrospectively “chase up” on CCTV – protocols, expense
- MCC to take over parking issues from January 2019
- Town Council frustration understood – would like to see barriers
- Responsibility of MCC to ensure safety of memorial

It was agreed to request Mon CC respond with options to the issues surrounding the memorial and vehicles parking in the town centre.

Ref: Min 10003 (c) - Sgt Callard outlined the police report circulated at the meeting.

Normal proceedings resumed.

**10001 To note date for Best Kept Garden/Citizen’s Awards 2018 – 7pm
11th September 2018 [Nominations to be returned by end July]**

It was advised that nominations for Citizen’s Awards would be included for Planning and Resources Committee 14th August 2018.

Town Council noted the date for presentation of Best Kept Garden/Citizen’s Awards 7pm 11th September 2018.

**10002 To note date of commemoration of Merchant Navy Day, flying the Red Ensign –
Friday 31st August 2018 at 2.00pm**

It was advised that information was awaited with regard to contact details for invitations to be sent to the Merchant Seamen for the flying of the Red Ensign on 31st August 2018.

It was agreed to invite RBL, local community councils, local organisations to the ceremony.

Town Council resolved to invite participants for tea (Fairtrade) and biscuits at Town Council offices, following the raising of the Red Ensign to commemorate Merchant Navy Day on Friday, 31st August 2018 at 2.00 pm.

10003 Reports

a) Reports from Town Council Representatives on Outside Bodies

Cllr J Williams, Deputy Mayor reported on his attendance at the Welsh Assembly Government Workshop 17.7.18 'Working together to help delivery of local well-being plans', together with the Deputy Clerk – see (d) below

Cllr Williams advised that the general consensus was that town and community councils had insufficient information about their obligations under the Wellbeing and Future Generations Act and that the unitary authorities should be leading on the implementation.

It was agreed to invite Mon CC officers to update Town Council on Monmouthshire Well-Being Plan.

b) Governor's reports – There were no Governor's reports

c) Police Report – see Min 10000 (b)

d) Other (incl. Website Analytics – to follow) – see (a) above

10004 To consider inclusion into Standbrook Guides (as per 2017) - £525.00 + VAT

Town Council resolved to include Caldicot Town Council into Standbrook Guides resident handbook, as per 2017, at a cost of £525 + VAT

10005 To Receive Clerk's Report – Correspondence, Publications

[NB: One Voice Wales responds on WG consultations on behalf of Town Councils via a network of volunteer responders: interested councillors contact Clerk]

One Voice Wales Conference and AGM Saturday, 29th September 2018

Town Council resolved that the Mayor and Deputy Mayor attend the One Voice Wales Conference and AGM Saturday, 29th September 2018 as approved duty.

Response to issues MCC

Cllr A Easson advised that the dog bin had been put in place at the top of Sandy Lane (Rear Oakley Way)

Public Consultation on the Provision of Adult Thoracic Surgery in South Wales

It was advised that an engagement event was being held on 26th July 2018 4-6 pm at Caldicot Male Voice Choir Hall.

Plastic Free

It was agreed to place the advice on Plastic Free onto a link on Town Council website.

Royal British Legion Update

Ref: Min 1000(b) - Reference was made to the state of the War Memorial.

Caldicot Events Committee

Ref: Min 10005

Langstone CC – Wales Road Safety Conference 2018

It was agreed to find out if the event was open to all members – Clerk to e-mail members.

It was resolved that Cllr Rachel Garrick attend on behalf of Town Council.

Cllr A Easson advised that Mon CC were looking at the accounts of Town Team with regard to Section 106 monies.

10006 **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:**

10007 **To consider quotations for upgrade of Town Council Fire Alarm system
(3 requested) (CIRC) [b/f FTC 27.6.18]**

It was resolved to accept the quotation from Aztec Alarms to upgrade Town Council fire alarm system, in accordance with specification, at a cost of £2,995.00.

10008 **To consider quotations for [b/f FTC 27.6.18] (CIRC):
(i) Town Council Building Microphone system**

It was resolved to invite Auditel to Planning & Resources Committee 14th August 2018.

(ii) Public Address system for Sunset Service

It was resolved to purchase a QTX QX15PA-Plus 15” PA Speaker with wireless microphones from Gear4music at a cost of £279.00.

10009 **To consider renewal of Town Council maintenance contract – expires 30.10.18
a) General Specification of Works – Grounds Maintenance (CIRC)**

It was resolved to arrange a User Committee to discuss specification of works to King George V Playing Fields.

Cllr F Rowberry declared a personal interest in the above item.

10010 **To consider quotations for re-decoration/carpets for Town Council building [b/f FTC 27.6.18]- to follow**

It was resolved to accept the quotation from P H Sperring for re-decoration of Town Council building at a cost of £2,520.00.

Cllr A Lloyd declared a personal interest in the above and took no part in the decision.

It was resolved to accept the quotation from Cambrian Carpets for replacement carpet at Town Council building at a cost of £2,018.00.

10011 **Ref: Item 7(a) – Appendix A**

The Communications Assistant/Office Administrator left the room during the following.

It was resolved to approve the minutes and accept the recommendation of Personnel Committee 10th July 2018.

Min 9997 (1)

Cheque list

Start of year 01/04/18

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
504487	18112	21/06/18	£72.00	£12.00	£60.00	R T Powell	Fix silent soldier
504488	18113	21/06/18	£162.00	£27.00	£135.00	Willow Landscapes	Mow Birbeck Park (3) - MCC
504488	18114	21/06/18	£48.00	£8.00	£40.00	Willow Landscapes	Mow Jubilee Way (4)
504488	18115	21/06/18	£72.00	£12.00	£60.00	Willow Landscapes	Mow White Hart
504488		21/06/18	£282.00	£47.00	£235.00		
504489	18116	30/06/18	£28.35	£0.00	£28.35	Cllr D Evans	Travel exps Monmouth 19.6.18 Green Infrastructure Mtg
504490	18117	30/06/18	£20.00	£0.00	£20.00	Playworks (Payroll Bureau)	Payslips June 18
504491	18118	21/06/18	£25.20	£4.20	£21.00	Complete Office Solutions UK Lt	Stationery
504492	18119	30/06/18	£32.00	£0.00	£32.00	R Morse	TC Security June
504493	18120	30/06/18	£60.00	£0.00	£60.00	R Jeremiah	Repairs to nursery roof
504494	18121	26/06/18	£350.00	£0.00	£350.00	T Harris	Buffet Civic Sunday 1.7.18
504495	18122	26/06/18	£312.50	£0.00	£312.50	L Watkins	Cem gates attend Apr-June
504496	18123	26/06/18	£312.50	£0.00	£312.50	R Morse	Playarea gates attend Apr-June
504497	18002	28/06/18	£504.00	£84.00	£420.00	Auditing Solutions	Internal audit 17/18 - final
504498	18124	28/06/18	£32.34	£0.00	£32.34	N L Edwards	Re-imburse re: Civic Refresh
504499	18125	30/06/18	£2,500.00	£0.00	£2,500.00	Caldicot Community Lunches	TC Donation 27.6.18
504500	18126	28/06/18	£500.00	£0.00	£500.00	Mon CC	TC Donation 27.6.18 summer reading challenge
Total			£5,030.89	£147.20	£4,883.69		

Cheque list

Start of year 01/04/18

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
504551	18127	28/06/18	£50.00	£0.00	£50.00 CWB	Abergavenny Eisteddfod	TC Donation 27.6.18
504552	18128	28/06/18	£75.00	£0.00	£75.00 CWB	West of England MS Therapy	TC Donation 27.6.18
504553	18129	05/07/18	£14.00	£0.00	£14.00 ADMIN	S King	Reclaim re: tablecloths Civic 1.7.18
504554	18130	05/07/18	£10.00	£0.00	£10.00 ADMIN	G McIntyre	Reclaim re:update Mayor's Board 2018/19
504555	18131	10/07/18	£0.00	£0.00	£0.00 ADMIN	Cancelled	
504556	18132	12/07/18	£731.25	£0.00	£731.25 FACS	Merlin Waste	
504557	18133	05/07/18	£1,060.59	£176.77	£883.82 KGVPF	Willow Landscapes	Dog waste collection July
504557	18134	05/07/18	£214.80	£35.80	£179.00 FACS	Willow Landscapes	Contract fee June - KGVPF
504557	18135	05/07/18	£927.20	£154.53	£772.67 FACS	Willow Landscapes	Contract fee June - TC Building
504557	18136	05/07/18	£31.30	£5.22	£26.08 FACS	Willow Landscapes	Contract fee June - cemetery
504557	18137	05/07/18	£6.00	£1.00	£5.00 FACS	Willow Landscapes	Contract fee June - Orchard Close
504557	18138	05/07/18	£72.00	£12.00	£60.00 FACS	Willow Landscapes	Mark grave
504557	18139	05/07/18	£60.00	£10.00	£50.00 FACS	Willow Landscapes	Supply/plant summer bedding
504557	18140	05/07/18	£54.61	£9.10	£45.51 FACS	Willow Landscapes	Strim vacant allotment plots
504557	18141	05/07/18	£162.00	£27.00	£135.00 FACS	Willow Landscapes	Contract fee June - allotments
504557	18142	05/07/18	£48.00	£8.00	£40.00 FACS	Willow Landscapes	Mow Birbeck Road Park (3)
504557	18143	05/07/18	£72.00	£12.00	£60.00 FACS	Willow Landscapes	Mow Jubilee Way (4)
504557	05/07/18		£2,708.50	£451.42	£2,257.08	Willow Landscapes	Mow White Hart (4)
504558	18145	10/07/18	£108.00	£0.00	£108.00 ADMIN	N L Edwards	Re-imburse flowers Civic Sunday
504559	18146	12/07/18	£87.65	£0.00	£87.65 FACS	Mrs A Sanders	Replace ch 504555 - cemetery agent 27.6.18
504560	18147	10/07/18	£1,232.24	£205.37	£1,026.87 KGVPF	Peter Villars Landscapes	Bowls Green contract June
504561	18148	12/07/18	£150.00	£0.00	£150.00 ADMIN	Clr O Edwards	Replace ch 504464 IRP
504562	18150	12/07/18	£129.66	£21.61	£108.05 ADMIN	Brighter Bills Ltd	Telephones
Total			£5,296.30	£678.40	£4,617.90		

PART B – KING GEORGE V PLAYING FIELDS TRUSTEE

- 1 Green Infrastructure Strategy Workshop 2: Delivering Projects [b/f FTC 27.6.18]
 - a) *Summary of proposals in support of Green Infrastructure corridor projects [Circ]*

A discussion ensued regarding proposed works on King George V Playing Fields, in support of Green Infrastructure corridor projects, for which grant had been obtained by Mon CC.

It was resolved to accept the proposal of works from Mon CC, as circulated, and to also request that two flagpoles be erected at the entrance to the fields.

Cllr M Stevens declared a personal interest in the following item of business

Cllr P Stevens declared a personal interest in the following item of business

Cllr F Rowberry declared a personal interest in the following item of business

- 2 Renewal of Town Council maintenance contract
 - a) Request from Caldicot AFC to clarify annual Re-instatement works [Notes of User Meeting 14.6.18 Circ for information]

It was resolved to arrange a User Committee to discuss specification of works to King George V Playing Fields.

- 3 ***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:***

- 4 To consider quotation for replacement bollards (located around playing field)

It was noted that 24 bollards required replacement.

It was resolved to wait for the benches, from town centre, to be installed in the playing fields prior to consideration of replacement bollards.

It was also resolved to obtain quotations for bollards made from alternative material to wood.

**Minutes of Planning and Resources Committee held at 6.30pm on Tuesday,
14th August 2018 at Caldicot Town Council**

Present: Cllrs: O Edwards, Mayor
W Conniff F Rowberry
A Easson M Stevens
D Evans P Stevens
K Harris JJ Williams
M Mitchell J Williams

[In attendance: G McIntyre, Clerk, S King, Deputy Clerk, C Till, representatives of Caldicot Youth Group]

1. Apologies

Apologies for absence were received from Cllrs S Tovey, RJ Higginson

2. Declarations of Interest - To be identified under the relevant item/Forms to be complete

Cllr D Evans declared a personal interest, as a member of Mon CC Planning Committee, item 4.

Cllr M Stevens asked the Chair whether an additional Citizen Nomination would be considered. Town Council agreed to accept the additional Citizen Nomination, which would be discussed under the relevant item

3. To Suspend Proceedings:

a) Caldicot Youth Group [b/f TC 27.6.18] – The Zone

See Appendix A

4. Planning Applications Received [DISPLAYED]

Plans may be viewed prior to the meeting at:

<http://www.monmouthshire.gov.uk/planning/research-planning-history>

DM/2018/01061: New external communal areas and landscaping and scooter store –
Cwrt Severn, Caldicot

TC Approved

DM/2018/01231: Discharge of conditions 3,4 and 5 of planning permission DC/2018/00207 –
Land Adjacent to Caldicot Cemetery, Dewstow Road

TC Approved

5. Mon CC Planning Information [DISPLAYED]

i) Planning Permissions

DM/2018/00661: Replacing existing external fascia signage with new branded signage –
Monmouthshire Building Society, 27 Newport Road, Caldicot, Monmouthshire, NP26 4BG

TC Approved FTC 30.5.18

DM/2018/00697: Erection of a single storey garage - 7 Deepweir, Caldicot, Monmouthshire, NP26 5JG

TC Approved P&R 12.6.18

DM/2018/00926: Detached garages - 108/110 Chepstow Road, Caldicot, Monmouthshire, NP26 4JA

TC Approved FTC 27.6.18

Caldicot Town Council noted planning information.

6. To Consider Contribution to Caldicot Youth Group [£5,000 in Estimates 2018/19] – Ref: 3(b) [Circ]

It was proposed and duly seconded that £5,000 was contributed to Caldicot Youth Group.

The Mayor had received, prior to the meeting, Caldicot Youth Group, Annual Report and Financial Statements year end 31st March 2018. Town Council expressed continued support for the service and recognised the benefit to the community.

Town Council resolved to agree that £5,000 was contributed to Caldicot Youth Group [Estimates 2018/19].

Spending Power – Contribution to Well-Being Local Government (Wales) Measure 2011 s.126

7. To Consider Correspondence from Monmouthshire County Citizens Advice [£12,000 in Estimates 2018/19] – Annual Report/CAB Accounts 2017/18 available later in year [Circ]

Town Council considered correspondence from Monmouthshire County Citizens Advice Bureau (CAB) and recognised the significant benefit of the service.

Members appreciated that there were budget pressures for the service and limited funding available. Some concerns were expressed, that the public had reported to members they were unable to access the service, as Caldicot CAB had been closed.

Town Council were informed that the nominated representative, Cllr Easson, had attended the CAB annual meeting where it had been confirmed that audited accounts would be made available as usual in the annual report, expected autumn 2019.

A member suggested that CAB representatives presented further information regarding any difficulties and future anticipated challenges, e.g. demand for service, volunteers, staff, opening times, effect of government funding.

The Clerk confirmed that opening details for the Caldicot CAB were advertised on Town Council website and notice boards. Monday to Thursday 10am–1pm, closed on Friday.

Town Council expressed continued support and appreciation for the service, in addition reiterated the importance of the provision.

It was proposed and duly seconded that £12,000 was contributed to Monmouthshire County Citizens Advice. In addition, representatives of the Caldicot CAB would be invited to present to Town Council anticipated challenges for 2019.

Town Council resolved to agree that £12,000 was contributed to Monmouthshire County Citizens Advice [Estimates 2018/19].

Spending Power - contribution to Well-Being Local Government (Wales) Measure 2011 s.126

Town Council resolved to agree that CAB representatives presented further information regarding any difficulties and future anticipated challenges.

8. To Consider Correspondence from One Voice Wales:

- (i) **Banning the use of combustible materials in the external walls of high-rise residential buildings** Consultation by 13.9.18 <https://beta.gov.wales/banning-use-combustible-materials-external-walls-high-rise-residential-buildings>

Town Council resolved to respond to consultation and expressed support for the banning the use of combustible materials in the external walls of high-rise residential buildings.

- (ii) **Welsh Government ‘Call for Evidence’ – How to improve the delivery of Local Development Plan (LDP) Consultation by 10.10.18** <https://beta.gov.wales/delivery-of-housing-through-the-planning-system>

A member noted that a recent meeting had been held regarding Church Farm Development, which was outside the LDP.

Town Council resolved to respond to consultation and send comments received at the Church Farm Development meeting.

- (iii) **Independent Review Panel – Review of the Future of the Community and Town Council sector in Wales – Llandrindod Wells 15.8.18 – To Note session will be recorded and available on the Review pages of the Welsh Government Website** <https://gov.wales/topics/localgovernment/communitytowncouncils/review-of-community-town-council-sector/?lang=en>

Town Council resolved that the findings of the Independent Review Panel – Review of the Future of the Community and Town Council sector in Wales, would be included on the agenda for the next Town Council meeting.

9. **Monmouthshire Wellbeing Plan – To Consider Meeting with MCC/Town Councils 20.8.18 (AM) following Llandrindod Wells event 17.7.18 [b/f TC 25.7.18] [Circ]**

Town Council resolved that the Mayor and Clerk would attend the meeting on 20.8.18.

10. **Oberburgermeister, Waghausel - Invitation to Waghausel 31.8 – 3.9.18 [CIRC]**

Town Council considered the correspondence from Oberburgermeister, Waghausel - Invitation to Waghausel 31.8 – 3.9.18. Unfortunately, due to the limited notice Councillors were unable to attend.

Town Council resolved to reply to Oberburgermeister, Waghausel, thanks would be conveyed and apologies sent due to the limited time no one would be available to visit.

11. **To Consider Flag Raising Ceremony 2pm Friday, 31st August 2018 town centre**

- (a) **To note invitations to RBL/Local community councils/local groups sent**

Town Council noted that invitations for the Flag Raising Ceremony, had been sent. Town Council agreed that invitations would be extended to local MPs and AMs.

- (b) **To consider format**

Town Council considered the format of the event and suggested that it followed similar events, with a musical tribute as the flag was raised and reading from Church representative.

Town Council agreed that the format would be similar to other organisations and included a musical tribute as the flag was raised and Church reading. The event would be held at 2pm on Friday 31st August 2018.

Town Council agreed that the event would be advertised on Facebook, Website, notice boards, Monmouthshire Council and Free Press newspaper.

12. *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:*

(1) To Consider Health and Safety quotations:

a. Tree works to Caldicot Cemetery

A member requested an update from the previous meeting, Council had discussed funding for 'Tree of Wales' £1000. The Clerk clarified, that One Voice Wales had advised of a competition for a 'Tree of Wales', where trees would be nominated by Councils across Wales and judged in a competition where the winner would be awarded £1,000. Caldicot Town Council had not nominated a tree.

The Clerk advised Town Council that the approved contractor had identified tree works required at Caldicot Cemetery, which included removal of dead Cherry Tree, removal of Forsythia Bush and crowning of Oak Tree.

Town Council resolved to approve Tree Works to Caldicot Cemetery with preferred contractor:

i) Removal of dead Cherry Tree and crown Oak Tree - £160

ii) Removal of Forsythia Bush - £50

b. Bus shelter seat repairs

The Clerk advised Council that Monmouthshire County Council had cleaned bus shelters in the Town and had reported a broken seat in the Newport Road bus shelter (opposite Cherry Tree Nursing home).

Town Council resolved to approve repair of bus shelter seat with preferred contractor - £75.

(2) To Clarify Quotations for Replacement Carpet Town Council [b/f TC 25.7.18] (CIRC)

The Clerk confirmed that quotations had been received for replacement carpet for Town Council building. However, quotations received at the previous meeting had included discrepancies. Suppliers had been contacted in order for comparable quotations to be presented.

Three quotes were presented to Town Council.

Town Council resolved to approve quotation with Magic Carpets - £2208.70 + VAT

(3) To Consider Tenders for Christmas Lighting Contract 1 year/3 years [b/f TC 27.6.18]

The Clerk advised Council that three quotations for the Christmas Lighting Contract had been received, however, 2 had been received by email and one received in a sealed envelope (as requested in tender invitation), which had not been opened.

The Mayor invited Council to confirm whether the quotations should be accepted. The Clerk clarified that only the Clerk/Deputy Clerk had access to the password protected PC which the quotations had been received on.

Town Council agreed that quotations should be considered due to the timeliness of organising the Christmas Lights switch on event.

Town Council resolved that Financial Regulations were suspended, on this occasion, in order for the quotations to be accepted.

Quotations were considered and the Clerk confirmed that only 2 of 3 suppliers had returned quotes. Information was discussed and Council agreed that further information was required regarding specific details of the installation of Christmas lights.

It was suggested that the information was presented to Health and Safety Committee and designated delegated powers.

Town Council resolved that the two suppliers would be invited to a Health and Safety meeting, in order to present detail regarding quotations for Christmas lighting contract for installation. Health and Safety Committee would have delegated powers for the decision and Town Council would be advised.

(4) To Consider quotations for microphone system [b/f TC 25.7.18] - further information to follow

The Council, at a previous meeting, had requested for Auditel to present a demonstration of the microphone system. The Clerk advised that Auditel had been unable to present a demonstration, however, further information expected had not been received.

Town Council resolved to invite Auditel to provide a demonstration at a future meeting, the Town Council September.

(5) To Consider Nominations for Citizen's Awards

Town Council considered nominations for Citizen's Awards.


Town Council resolved to accept the additional nomination from Cllr M Stevens.

Town Council resolved to accept all nominations for Citizen's Awards, which included 8 individuals.


Town Council agreed that invitations would be sent to nominees. The press would be invited to attend the evening.

The meeting closed at 8.05pm.

Appendix A




The Zone & Youth Work in & Around Caldicot




Caldicot Youth Group
Registered Charity No. 1123112,
Company number: 06178729

Monmouthshire Youth Service



Monmouthshire Youth Service enables young people to develop holistically, working with them to facilitate their personal, social and educational development, to enable them to develop their voice, influence and place in society and to reach their full potential. The Youth Service works with young people aged 11-25 to support their holistic development, through provisions such as youth clubs and centres, outreach work, participation work and projects such as D of E.

Caldicot Youth Group (established May 2006)





Caldicot Youth Group was established by a group of volunteers from the local community who were concerned that there was a lack of activities for young people in Caldicot and the surrounding areas, and that Caldicot was the only town in Monmouthshire without a full-time youth centre. The group's core aims were, and continue to be:

- To support the development of youth provision in the Caldicot area
- To develop premises for a permanent youth facility in the Caldicot area
- To act as advocate on behalf of young people of the Caldicot area

Caldicot Youth Group has worked in close partnership with Monmouthshire Youth Service since 2006 to provide activities and services for young people in The Zone and in the wider community.

THE ZONE

The Zone is a 'one stop shop' for young people in the Caldicot area, aged 11-25, which:

- Provides a drop-in youth centre offering activities, information, support and opportunities for young people to get involved in their local communities
- Offers young people somewhere safe to go, aiming to contribute to a reduction in anti-social behaviour and increase in positive engagement
- Provides professionally qualified, trained and registered staff who act as role models to young people (provided by Monmouthshire Youth Service)

The Zone is open 5 days a week, providing a fit for purpose, accessible building for young people to access:

Monday - open until 5:00pm (youth drop in)
Tuesday - open until 6:00pm (youth drop in)
Wednesday - open until 5:00pm (Equality Street)
Thursday - open until 5:00pm (youth drop in)
Friday - open 3:00 - 6:00pm / 6:00 - 9:00pm (outreach)

The Zone Contacts



We class a contact as the number of individual young people accessing The Zone multiplied by how many sessions they attend (with one session being up to 3 hours.)



For Quarter 4 of the financial year 2017/18 (September 2017 - March 2018) The Zone received 557 contacts.

For Quarter 1 of the financial year 2018/19 (April 2018 - June 2018) The Zone received 490 contacts.

Summer Activities

THE ZONE YOUTH CENTRE DORSET ROAD CALDICOT AGE 11+	SEVEN CRADERS DORSET ROAD CALDICOT AGE 11+	OLD STATION, FAMILY FUN DAY AGE 11+	THE ZONE YOUTH CENTRE DORSET ROAD CALDICOT AGE 11+	YOUTH CENTRE DORSET ROAD CALDICOT AGE 11+
THE ZONE YOUTH CENTRE DORSET ROAD CALDICOT AGE 11+	SEVEN CRADERS DORSET ROAD CALDICOT AGE 11+	OLD STATION, FAMILY FUN DAY AGE 11+	THE ZONE YOUTH CENTRE DORSET ROAD CALDICOT AGE 11+	YOUTH CENTRE DORSET ROAD CALDICOT AGE 11+
THE ZONE YOUTH CENTRE DORSET ROAD CALDICOT AGE 11+	SEVEN CRADERS DORSET ROAD CALDICOT AGE 11+	OLD STATION, FAMILY FUN DAY AGE 11+	THE ZONE YOUTH CENTRE DORSET ROAD CALDICOT AGE 11+	YOUTH CENTRE DORSET ROAD CALDICOT AGE 11+
YALTON DOWNING AGE 11+	THE ZONE YOUTH CENTRE DORSET ROAD CALDICOT AGE 11+	THE ZONE YOUTH CENTRE DORSET ROAD CALDICOT AGE 11+	THE ZONE YOUTH CENTRE DORSET ROAD CALDICOT AGE 11+	THE ZONE YOUTH CENTRE DORSET ROAD CALDICOT AGE 11+
BAKER HOLIDAY	THE ZONE YOUTH CENTRE DORSET ROAD CALDICOT AGE 11+	THE ZONE YOUTH CENTRE DORSET ROAD CALDICOT AGE 11+	THE ZONE YOUTH CENTRE DORSET ROAD CALDICOT AGE 11+	THE ZONE YOUTH CENTRE DORSET ROAD CALDICOT AGE 11+

THIS FORM IS AVAILABLE FROM EITHER THE ZONE YOUTH CENTRE, CALDICOT, DORSET ROAD, CALDICOT, WILTSHIRE, OR SEVEN CRADERS, DORSET ROAD, CALDICOT, WILTSHIRE. PLEASE CONTACT EITHER DARRYL OR LINDA ON 01249 821111 OR VISIT WWW.CALDICOT-LEISURECENTRE.CO.UK

ALTERNATIVELY WE CAN BE CONTACTED ON 01249 423427

Activities Around The Zone in 2017/2018 (outreach / community work in the area)



It's Not Ok (Child Sexual Exploitation Events) D of E
Year 6 Cross Country (in partnership with Monmouthshire Sports Development)
IRIS Film Festival
Family Fun Days
Gwent Living Levels project
Summer Camp x2
Drayton Manor theme park trip x2
Delivery of Safeguarding Level 1 course
Support local youth clubs
Outreach Sessions in identified areas
Outreach work at Caldicot Skate Park
ASB work in Caldicot Leisure Centre
Young Volunteers from Caldicot

Christmas Lights Switch On
Red Nose Day
Children in Need
Food Festival x2
Firework Night
Supporting local concerts
Opening of new play area in Castle
Community Engagement Days
5x60 Sessions in School
G.I.R.L - (self-esteem project for young females)
Year 6 Transition Project
LGBT Support in school
Young Persons Triathlon x2
Caldicot School Leavers Day x2
Young people from Caldicot on E2C

Why young people like The Zone



"It's fun here. I can play pool and Roadblocks. It's really, really good here."

Male aged 13

"It's fun! Lots of things to do here, I can meet up with my friends and we can use the games room."

Male aged 12

"I love The Zone and the people at The Zone, it's a place where I can relax and be myself."

Female aged 16

"I attend because in my eyes, having a place where I can be myself is really valuable as it allows me to express my thoughts and have a place to help contribute to the ideas and activities we work on"

Female aged 15

Future Developments



- Better promotion of The Zone, its activities and opening times
- New activities at The Zone e.g. gaming tournaments (utilising our newly converted gaming room) which the young people have asked for
- Continuation of the targeted and issue-based work currently provided in and around The Zone
- Continuation of the Positive Futures sessions on a Friday night in The Zone / Magor MUGA
- Offer the Year 6 transition programme to new Primary Schools in the area with the aim to encourage Year 6 pupils into the centre
- Develop the Equality & Diversity group (Equality Street) to meet at The Zone twice a week
- Develop Welsh language youth work sessions for Welsh-speaking young people from Caldicot and the surrounding areas
- Pilot the 'Golden Arrows' archery club, which young people have asked for



Any Questions?



4. **Planning Applications Received [DISPLAYED]**

Plans may be viewed prior to the meeting at:

<http://www.monmouthshire.gov.uk/planning/research-planning-history>

DM/2018/01220: The proposal is for change of use from Offices (B1) to Flats (C3) comprising of 5 no. 1 bed flats & proposed UPVC double glazed casement windows on the first floor – Holman House, 36-38 Newport Road, Caldicot

TC Approved

Requirement that parking considered

DM/2018/01327: Householder Second storey front extension, rear single storey extension and side Utility room – 54 Wentwood View, Caldicot, NP26 4QH

No Decision – Mon CC to undertake site inspection

DM/2018/01001: Planning permission – Demolition of an existing boundary wall and construction of a new vehicle driveway access and turning area within the boundary – 248 Newport Road, Caldicot, NP26 4AF

No Decision – Work already undertaken

DM/2018/01183: Planning Permission – New Build 2 bed dormer bungalow in the rear garden – proposed dwelling at the rear of 2 Castle Gardens, Caldicot, NP26 4QP

TC Refused

Parking and Overdevelopment of Plot

DM/2018/01412: Householder Rear two storey extension and new roof over outhouse – 10 Park Road, Caldicot, Monmouthshire, NP26 4EH

TC Approved

DM/2018/01430: Fast Track Householder Proposed single storey side elevation to bungalow and replacement garage – 5 Ebbw Road, Caldicot, Monmouthshire, NP26 4PR

TC Approved

5. **Mon CC Planning Information [DISPLAYED]**

i) **Planning Permissions**

DM/2018/00904: Extension above detached double garage at the side of the house – 8 Clos Aled, Caldicot, NP26 4JB

TC Approved 10.7.18

DM/2018/01037: Two storey side extension – 47 Lapwing Avenue, Caldicot, NP26 5RN

TC Approved 10.7.18

DM/2018/01025: Proposed single story side utility/storage area – 160 Castle Lea, Caldicot, NP26 4HS

TC Approved 10.7.18

DM/2018/01061: New external communal areas and landscaping and scooter store – Cwrt Severn, Caldicot, NP26 4JZ

TC Approved 14.8.18

DM/2018/01231: Discharge of conditions 3,4 and 5 of planning permission DC/2018/00207 – Land Adjacent to Caldicot Cemetery, Dewstow Road, Caerwent

TC Approved 14.8.18

ii) **Planning Refusals**

DC/2017/01344: Planning Permission – Single storey side extension. – 19 Dewstow Road, Caldicot, NP26 4AG

TC Refused 13.2.18

iii) **Planning Information**

DC/2018/00207 – Discharge of conditions 3, 4 and 5 of planning permission DC/2018/00207. Land adjacent to Caldicot Cemetery Dewstow Road Caerwent

'I can confirm the Condition below has been discharged.

4 *Prior to the removal of the existing hedgerow detail of compensatory planting associated with the hedgerow removal shall be submitted to the LPA for approval. The detail shall include location of planting, species, sizes, numbers and densities.*

REASON: To compensate for the loss of hedgerow during implementation of the scheme in accordance with LDP policy NE1 and the Environment (Wales) Act 2016.

The other conditions, 3 and 5, are compliance conditions and require you to comply with documents already submitted under the original application DC/2018/00207.'

A councillor requested an update on progress with the cemetery extension. The Clerk advised that a meeting would be arranged with the Ecologist and Preferred Contractor to discuss how to progress.

Town Council agreed Health & Safety Committee to undertake a site visit with Ecologist and Preferred Contractor.

6. **To resolve that 2 bank signatories sign forms, following setting up of account, for investment with CCLA**

[Town Council resolved to invest £100,000 with CCLA, for a period of 6 months - FTC 27.6.18]

Town Council resolved that 2 bank signatories would sign forms for investment of £100,000 with CCLA, for a period of six months, in order that the Clerk make transfer from Town Council current account.

7. **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**

8. **To consider updated quotation for Town Council Building Toilets [b/f P&R 10.7.18]**

Town Council Resolved to progress with Option 2 at a cost of £3080.00 + VAT, from A Cochrane Ltd, for upgrade of all toilet facilities including 'close coupled' toilets and cistern.

The meeting ended at 7.15pm

Key Statistics

Monmouthshire County Citizens Advice (Caldic)

04/04/2018 04/09/2018

citizens advice

Summary

ISSUES

Issues	Issues	Clients
Benefits & tax credits	387	217
Benefits Universal Credit	16	14
Consumer goods & services	68	46
Debt	66	57
Discrimination	1	1
Education	2	2
Employment	97	76
Financial services & capability	29	25
Health & community care	18	9
Housing	76	66
Immigration & asylum	3	3
Legal	71	54
Other	13	10
Relationships & family	89	88
Tax	4	3
Travel & transport	15	13
Utilities & communications	17	9
Grand Total	972	972

Clients	685
Quick client contacts	15
Issues	972
Activities	908
Cases	622

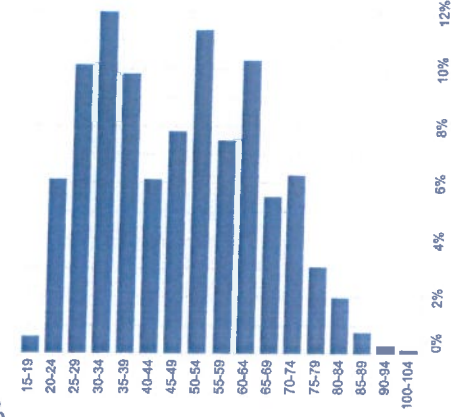
Outcomes

Income gain	£254,236
Re-imburements, services, loans	£750

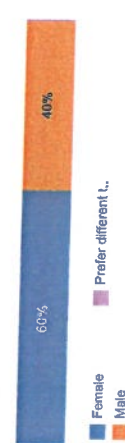
Channel



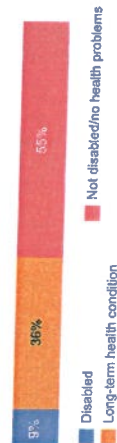
Age



Gender



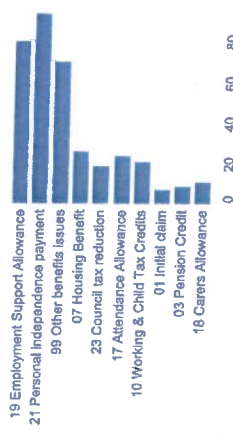
Disability / Long-term health



Ethnicity



Top benefit issues



Top debt issues

