

# CALDICOT TOWN COUNCIL



## ANNUAL REPORT 2019/2020

**CALDICOT TOWN COUNCIL**

[towncouncil@caldicottc.org.uk](mailto:towncouncil@caldicottc.org.uk)

01291 420441



Caldicot Town Council



@CaldicotTown



# Introduction

## Mayors Foreword

Firstly, I would like to thank all volunteers, members of the community, residents and community groups for the hard work and support to all, during the past 6 months.



I would like to express thanks to Cllr Higginson, Deputy Mayor and to all of Caldicot Town Council for their support.

The Coronavirus pandemic resulted in uncertainty and has put significant pressure on local communities. However, people have come together to assist those in need and this demonstrates the commitment and wonderful community spirit of all people in Caldicot.

***“Thank you to the community of Caldicot”***

Following recent announcements by Welsh Government, further restrictions may be imposed. I am confident that Caldicot will continue moving forward with the community cohesion that has been demonstrated.

**Councillor D Evans, Mayor**

**2019/2020**

**Caldicot Town Council**







## The Council

Caldicot Town Council is a tier of local government in the county of Monmouthshire. The Council comprises of 17 individuals who have been elected or co-opted to represent the community of Caldicot. The Mayor for 2019/20 was Councillor D Evans, supported by Deputy Mayor Councillor RJ Higginson.

Caldicot is split into 5 wards - Castle, Dewstow, Green Lane, Severn, West End. The wards are represented by Councillors:

Caldicot Castle Ward	
 <p><b>Cllr J Bond (co-opted 27.11.19)</b> 52 Wentwood View Caldicot NP26 4QH 01291 420188 <a href="mailto:JillianBond@caldicottc.org.uk">JillianBond@caldicottc.org.uk</a></p>	 <p><b>Cllr O Edwards</b> 12 Herbert Road Caldicot NP26 4DS 01291 425851 <a href="mailto:OliverEdwards@caldicottc.org.uk">OliverEdwards@caldicottc.org.uk</a></p>
 <p><b>Cllr R Garrick</b> 15 Heol Sirhowy Caldicot NP26 4NE 07915071878 <a href="mailto:RachelGarrick@caldicottc.org.uk">RachelGarrick@caldicottc.org.uk</a></p>	
Caldicot Dewstow Ward	
 <p><b>Cllr A Easson</b> 60 Lodge Crescent Caldicot NP26 4JS 01291 421250 <a href="mailto:AnthonyEasson@caldicottc.org.uk">AnthonyEasson@caldicottc.org.uk</a></p>	 <p><b>Cllr M Mitchell</b> 40 Firs Road Caldicot NP26 4DQ 01291 421445 <a href="mailto:MaxineMitchell@caldicottc.org.uk">MaxineMitchell@caldicottc.org.uk</a></p>
 <p><b>Cllr F Rowberry</b> 149 Elan Way Caldicot NP26 4QB 01291 423672 <a href="mailto:FrankRowberry@caldicottc.org.uk">FrankRowberry@caldicottc.org.uk</a></p>	 <p><b>Cllr P Stevens</b> 24 Durand Road Caldicot NP26 5BZ 01291 423090 <a href="mailto:PhilipStevens@caldicottc.org.uk">PhilipStevens@caldicottc.org.uk</a></p>

Caldicot Green Lane Ward	
 <p><b>Cllr D Ashwin</b> 57 Cas Troggi Caldicot NP26 4NX 01291 424852</p> <p><a href="mailto:DavidAshwin@caldicottc.org.uk">DavidAshwin@caldicottc.org.uk</a></p>	 <p><b>Cllr W Conniff</b> 94 Taff Road Caldicot NP26 4PY 01291 423013</p> <p><a href="mailto:WyndhamConniff@caldicottc.org.uk">WyndhamConniff@caldicottc.org.uk</a></p>
 <p><b>Cllr D Nee (co-opted 27.11.19)</b> 181 Elan Way Caldicot NP26 4QB 01291 423476</p> <p><a href="mailto:DavidNee@caldicottc.org.uk">DavidNee@caldicottc.org.uk</a></p>	 <p><b>Cllr M Stevens</b> 24 Durand Road Caldicot NP26 5BZ 01291 423090</p> <p><a href="mailto:MariaStevens@caldicottc.org.uk">MariaStevens@caldicottc.org.uk</a></p>

Caldicot Severn Ward	
 <p><b>Cllr R J Higginson</b> 31 Eagle Close Caldicot NP26 5FA</p> <p>01291 420663</p> <p><a href="mailto:JimHigginson@caldicottc.org.uk">JimHigginson@caldicottc.org.uk</a></p>	 <p><b>Cllr J Harris</b> Myrtle Cottage The Cross Caerwent Caldicot NP26 5AZ</p> <p>01291 760311 or 07825446560</p> <p><a href="mailto:JamesHarris@caldicottc.org.uk">JamesHarris@caldicottc.org.uk</a></p>
 <p><b>Cllr A Lloyd</b> 142 Castle Lea Caldicot NP26 4HS 01291 424886</p> <p><a href="mailto:AlunLloyd@caldicottc.org.uk">AlunLloyd@caldicottc.org.uk</a></p>	

Caldicot West End Ward	
 <p><b>Cllr D Evans</b> 32 Denny View Caldicot NP26 5LS 01291 420354 or 07484635745</p> <p><a href="mailto:DavidEvans@caldicottc.org.uk">DavidEvans@caldicottc.org.uk</a></p>	 <p><b>Cllr J Dobson-Pettican (co-opted 29.5.19)</b> 55 Longfellow Road Caldicot NP26 4LB</p> <p>07305267076</p> <p><a href="mailto:Jessica@caldicottc.org.uk">Jessica@caldicottc.org.uk</a></p>
 <p><b>Cllr K Harris</b> 4 Blackbird Road Caldicot NP26 5RF</p> <p><a href="mailto:KayHarris@caldicottc.org.uk">KayHarris@caldicottc.org.uk</a></p>	

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# Functions and Responsibilities

## Democracy and Decision making

The Mayor and Deputy Mayor are elected at the annual meeting, held in May each year.

Town Council meetings are held monthly at 6.30pm (last Wednesday of each month - except August and December), Planning & Resources Committee meetings are held monthly at 6.30pm (second Tuesday of each month), meetings are held in the Council Offices, Sandy Lane, Caldicot.

All meetings are open to the public and there is an opportunity for the public to contribute, to matters on the agenda.

Agendas are published on the Town Council website, other committees include Grants, Health and Safety and Personnel.

Caldicot Town Council is a separate body to Monmouthshire County Council, therefore, manages different functions and responsibilities.

Caldicot Town Council serve the residents of Caldicot and are responsible for a number of assets and facilities, which includes Dewstow Cemetery, Jubilee Way Toilets, King George V Playing Fields, Allotment sites and Dog Waste Bins.

Contact the Town Council for any queries relating to the Cemetery, Playing Fields, Allotments, Public Toilets and Dog Waste Bins.

Monmouthshire County Council is responsible for services including education, health and social services, leisure, refuse and recycling, street cleaning, highways - both roads and pavements – street lighting and libraries.

The library/hub is the base for Monmouthshire County Council and officers would be able to assist with queries relating to Council Tax, Education, Health, Highways, Leisure, Social Care and Street Lighting.

Monmouthshire Council can be contacted by telephone, email or popping into the local hub/library <https://www.monmouthshire.gov.uk/>

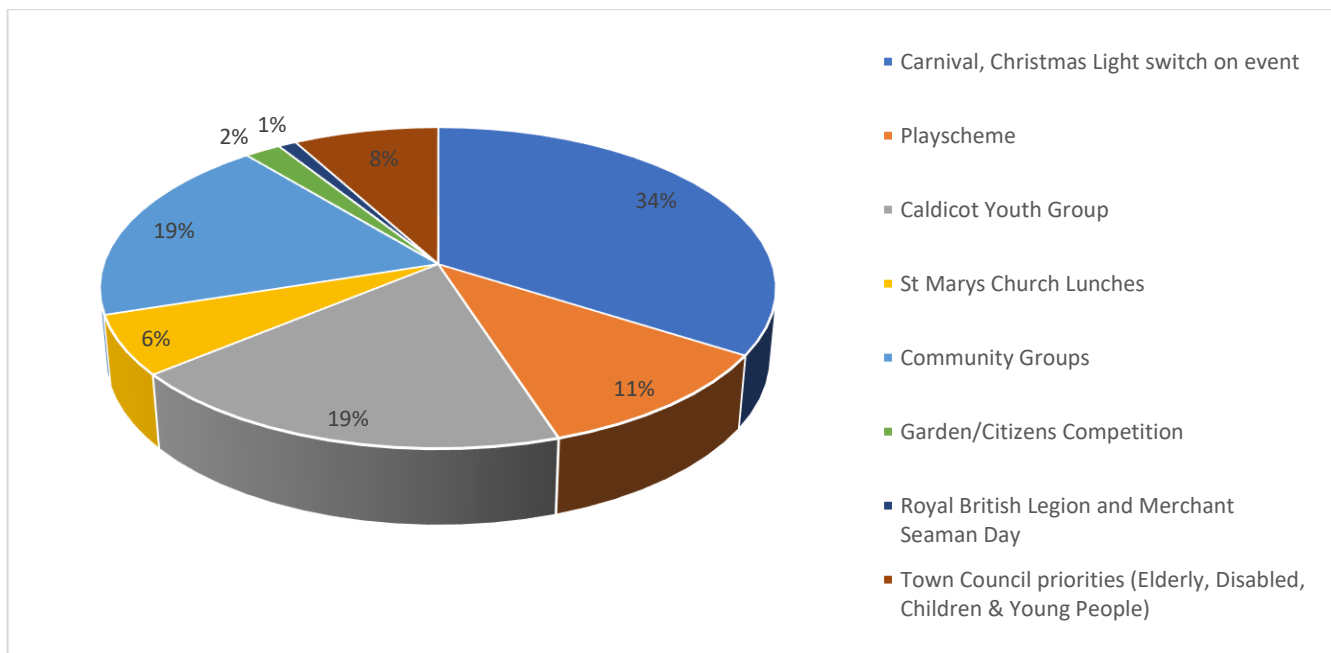
## Finance

The Council is required to set an annual budget, the precept for 2020/21 is £384,605.

Town Council agreed to reduce the Precept for financial year, 2020/2021, recognising that this would be passed onto Monmouthshire County Council when setting Council Tax demands.

Caldicot Town Council allocate approximately one third of the budget to Community Well-Being. The pie-chart below illustrates how Town Council has supported the community.

The Town Council plays a vital role in supporting the work of different groups in the community.

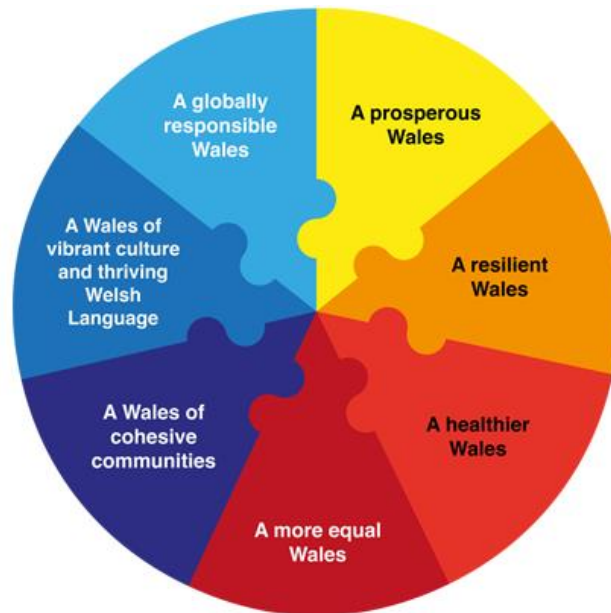


## Engagement and Community Relationships

Town Council has developed engagement and community relationships, through communication and support to a number of groups and organisations, as well as community initiatives, for example the Mayor's Cup and Citizen/Garden awards. Town Council priorities have been identified as, Community and Citizenship, Children and Young People, Elderly.

## Well Being

What approach has Caldicot Town Council taken to embed the seven national well-being goals into its plans?



*“The Well-being of Future Generations (Wales) Act 2015 requires public bodies in Wales to think about the long-term impact of their decisions, to work better with people, communities and each other, and to prevent persistent problems such as poverty, health inequalities and climate change.”*





The Council annually publishes an annual report and will continually ensure that the national Well-being goals and local objectives are addressed through the decision making process.

Progress on objectives will be measured through annual monitoring and reviewing of the well-being plan.









<b>How has the Council supported the community?</b>		
<b>Supporting local events through grant funding:</b> <ul style="list-style-type: none"> <li>➤ Christmas Light switch on</li> <li>➤ Carnival</li> <li>➤ Easter Egg Adventure</li> <li>➤ Halloween Event</li> <li>➤ Fireworks at Caldicot Castle</li> <li>➤ Summer reading challenge</li> <li>➤ Caldicot Youth Pride</li> </ul>		<b>Providing a venue for Foodbank and support groups</b>
		<b>Partnership with Monmouthshire Housing (MHA) and Monmouthshire Council (MCC), to enable community garden at Town Council allotment sites</b>
<b>Working with the community during Covid-19 pandemic, volunteering and supporting residents</b>	<b>Promoting environmental 'clean up' with schools and local groups taking part in litter pick</b>	<b>Santa visit for local school</b>
<b>Working with MIND Monmouthshire and Citizens Advice, to ensure that residents can obtain support</b>		<b>Providing hand sanitiser units around Caldicot, for public use</b>
<b>Promoting and advertising donation sessions, publicising details for Welsh Blood Service</b>	<b>Supporting Merchant Navy Day and Royal British Legion, through arrangement of ceremonies</b>	<b>Commitment to armed forces community, through signing of armed forces covenant with Abergavenny, Monmouth Usk and Chepstow</b>
<b>Community recognition through Best Kept Garden, Business and Citizens Awards. Presentation of celebration flowers on 100<sup>th</sup> Birthdays and 60<sup>th</sup> Wedding Anniversaries</b>		<b>Venue to host first aid training</b>
<b>Funding donations to: Mon CC Community partnership team yarn bomb, crick care home CCWT , church lunches, CAB, Bobath, GAVO</b>		<b>Installed new accessible roundabout in play area</b>

National Well-being Goal	Local Activity
<p><b>Prosperous:</b>  <b>An innovative, productive and low carbon society which recognises the limits of the Global environment and therefore uses resources efficiently and proportionately, and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.</b></p>	<ul style="list-style-type: none"> <li>• Caldicot Town Council is committed to working actively with partners to encourage and promote the town.</li> <li>• Caldicot Town Council has developed the website and set up a Facebook page, the website provides key contact information and responsibilities of the Council and promotes activities of local voluntary groups and organisations. Both website and social media are used to inform and communicate with residents, publicising meeting information, events and signposting to other service providers.</li> <li>• The Town Council financially supports a number of events and activities within Caldicot, through the grants process and as part of the agreed budget, these include Christmas Lighting, Fireworks, Carnival, Caldicot Castle, Youth Group, Church Lunches, Playscheme, Civic Ceremony, Royal British Legion parade, Best Kept Garden/Citizens Awards, Competition, Citizens Advice Bureau.</li> <li>• The Town Council is committed to development of young people in the area and supported the new school development, library reading initiatives and competitions, as well as contributions to the Youth Group.</li> <li>• Town Council grants are available for local groups and organisations.</li> </ul>
<p><b>Resilient:</b>  <b>A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change.</b></p>	<ul style="list-style-type: none"> <li>• Caldicot Town Council is committed to ensuring that the town remains a pleasant clean and safe environment. The Town Council is not responsible for any highways or street cleaning, however, has developed excellent working relationships with the responsible authority, Monmouthshire County Council.</li> <li>• Caldicot Town Council provides public toilets, bus shelters, dog waste bins, whilst contributing to street cleaning, grass cutting and CCTV.</li> <li>• Street Cleaning, litter collection, refuse and recycling are the responsibility of Monmouthshire County Council. However, in supporting these services and engaging with colleagues at the County Council, Caldicot Town Council can assist in addressing areas of concern.</li> <li>• The Town Council acts as consultee on Planning matters and observations will be made, to the Local Planning Authority, on any issues which are perceived to be a detriment to the town.</li> </ul>
<p><b>Healthier:</b>  <b>A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood</b></p>	<ul style="list-style-type: none"> <li>• Providing outdoor space as Trustees of King George V Playing Fields, the Council is committed to the health of residents in Caldicot. Ensuring the playing fields are regularly maintained and safe, for use by the public. The playing fields encompass a children’s play area, adult outdoor exercise equipment and sports associations (Caldicot Bowls Club, Caldicot Town AFC)</li> <li>• The Town Council provides 3 allotment sites for use by Caldicot residents, the sites encourage and allow people to cultivate their own gardens, growing produce for their own consumption.</li> <li>• The Town Council actively supports wellbeing through use of town council building for groups and organisations within the community, such as Foodbank, AA, MIND, Community Connections (patients with dementia).</li> </ul>

National Well-being Goal	Local Activity
<p><b>More Equal:</b> A society that enables people to fulfil their potential no matter what their background or circumstances</p>	<ul style="list-style-type: none"> <li>• The Town Council office is based centrally within the town, within a ground floor building, services are accessible.</li> <li>• Town Council provide use of the building to groups and organisations, which enable a wide range of people to enhance their skills and fulfil their potential through taking part in activities.</li> <li>• Development of the KGVPF Compound building will encourage health and wellbeing, through availability of increased facilities on the playing fields.</li> <li>• Providing financial support for the operation of summer play schemes, ensuring that a facility is available for children to develop and enhance skills.</li> </ul>
<p><b>Cohesive Communities:</b> Attractive, viable, safe and well-connected communities</p>	<ul style="list-style-type: none"> <li>• Caldicot Town Council is responsible for the delivery of a number of services and amenities.</li> <li>• Town Council manage Dewstow Cemetery and work with local funeral directors to provide a considerate and respectable service to residents.</li> <li>• Through devolution of services, the Town Council now manage the public toilets, taken on from Monmouthshire County Council. In addition, the Town Council provide bus shelters and dog waste bins.</li> <li>• The Town Council support services, operated by Monmouthshire County Council, these include provision of CCTV, street cleaning, Caldicot Castle events.</li> <li>• Caldicot Town Council is committed to working with partners to create an attractive, viable, safe and well-connected community.</li> </ul>
<p><b>Vibrant Culture and Thriving Welsh Language:</b> where we have lots of opportunities to do different things and where lots of people can speak Welsh</p>	<ul style="list-style-type: none"> <li>• The Town Council support a number of events throughout the town, which ensure vibrant surroundings.</li> <li>• Caldicot Town Council annually supply Christmas lights for the town centre, as well as financially supporting the event.</li> <li>• Heritage within the town is paramount and the Town Council have contributed and supported events at Caldicot Castle, this includes the Eisteddfod proclamation ceremony.</li> <li>• Caldicot Town Council operates in accordance with the Welsh language policy and adheres to legislative requirements</li> </ul>
<p><b>Globally Responsible:</b> where we look after the Environment and think about other people around the World</p>	<ul style="list-style-type: none"> <li>• Caldicot Town Council has responded to a number of surveys, primarily from Welsh Government, which demonstrates a commitment to global well-being and the capacity to adapt to change.</li> <li>• Caldicot Town Council are concerned with energy consumption at all premises and ensure that the best value for money is obtained when renewing utility contracts and undertaking procedures to ensure that energy is not unnecessarily used.</li> </ul>



Monmouthshire Public Service Board	Town Council Activity
 <p><i>‘Provide children and young people with the best possible start in life’</i></p>	<ul style="list-style-type: none"> <li>• Authority appointed representatives on school governing boards.</li> <li>• Financial support and prize presentations at Summer Reading Challenge.</li> <li>• Working with schools and Community Hub.</li> </ul>
 <p><i>‘Respond to the challenges associated with demographic change’</i></p>	<ul style="list-style-type: none"> <li>• Hosting support groups to improve and promote health and wellbeing</li> <li>• Working in partnership to help to reduce loneliness and isolation</li> <li>• Supporting events which improve health and well being</li> </ul>
 <p><i>‘Protect and enhance the resilience of our natural environment whilst mitigating and adapting to the impact of climate change’</i></p>	<ul style="list-style-type: none"> <li>• Wildflowers and planting</li> <li>• Keep wales tidy – litter hub, green flag</li> <li>• Monitoring the need for alternative energy source.</li> <li>• Duty under the Environment (Wales) Act 2016 to maintain and enhance biodiversity</li> </ul>
 <p><i>‘Develop opportunities for communities and businesses to be part of an economically thriving and well-connected county’</i></p>	<ul style="list-style-type: none"> <li>• Working in partnerships with groups, organisations and community volunteers.</li> <li>• Supporting community economy and activities for residents.</li> </ul>

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## Environment Wales Act 2016 – Maintaining and Enhancing Biodiversity

The Environment (Wales) Act 2016 introduced a duty under s6 which requires that public authorities ‘must seek to maintain and enhance biodiversity so far as consistent with the proper exercise of their functions and in so doing promote the resilience of ecosystems’. The s6 duty is about taking steps to protect nature in our towns, cities, public places and wider landscape, both through practical action on the ground, and in the way all public functions are carried out.

Caldicot Town Council demonstrates how it contributes positively to maintaining and enhancing biodiversity, whether through procurement, sustainability policies, awareness raising, training, cascading funding criteria to others, or acting in partnership with others. Town and Community Councils have potential, through their range of functions and coverage of Wales, to contribute to improving conditions for biodiversity.

Nature is in decline, and with it, the services it provides to all of us in terms of benefits for our health, economy and culture. We must all now urgently take action for biodiversity at every opportunity to reverse its decline in Wales and globally - for its intrinsic value, and to secure our own well-being.

Small, every day, local scale actions can make a difference and can contribute to helping biodiversity. Town Council decision making can affect biodiversity, for example through funding decisions and conditions.

To comply with the duty public authorities must prepare and publish a plan setting out what they propose to do to maintain and enhance biodiversity and promote resilience.

Caldicot Town Council reported at the end of 2019, this will be reviewed every 3 years.

### Reporting

**The 6 objectives to maintain and enhance biodiversity are:**

- **Objective 1:** **Engage and support participation and understanding** to embed biodiversity throughout decision making at all levels
- **Objective 2:** **Safeguard species and habitats** of principal importance and improve their management
- **Objective 3:** **Increase the resilience\* of our natural environment** by restoring degraded habitats and habitat creation
- **Objective 4:** **Tackle key pressures** on species and habitats
- **Objective 5:** **Improve our** evidence, understanding and monitoring
- **Objective 6:** **Put in place a framework of** governance and support for delivery.

**Caldicot Town Council**  
**Environment Wales Act 2016 – Maintaining and Enhancing Biodiversity**

Caldicot Town Council is located in the South of Monmouthshire, with approximately 12,000 residents, surrounded by the smaller communities of Rogiet, Portskewett and Caerwent.

Caldicot Town Council serve the residents of Caldicot and are responsible for a number of green spaces, which include Dewstow Cemetery, King George V Playing Fields and 3 allotment sites.

The Town Council was awarded Green Flag status in 2019, for Dewstow Cemetery and King George V Playing Fields.

<b>Action carried out to:</b>		<b>Monitored by:</b>
- <b>Engage and support participation and understanding</b> to embed biodiversity throughout decision making at all levels	<b>Work to raise awareness across the organisation, particularly in relation to decision making and recommendations on planning applications.</b>	<b>Council</b>
- <b>Safeguard species and habitats of principal importance and improve their management</b>	<b>Aim to engage services of expertise in relation to Town Council projects (i.e. ecologist-cemetery extension), in order to safeguard protected species and restore habitats.</b>	<b>Council</b>
- Increase the resilience of our natural environment <b>by restoring degraded habitats and habitat creation</b>	<b>Endeavor to support the creation of new habitats, wildflower areas and bee friendly planting (i.e. Living Levels – facilitating community life) Managing land and green spaces, committing to biodiversity (i.e. Green Flag)</b>	<b>Council</b>
- <b>Tackle key pressures on species and habitats</b>	<b>Strive to encourage biodiversity in all areas e.g. within horticultural maintenance, planting areas, hedges/wildflowers.</b>	<b>Council</b>
- <b>Improve our</b> evidence, understanding and monitoring	<b>Making decisions and plans based on the best available evidence, and contributing to our body of knowledge where possible, for example supporting community initiatives.</b>	<b>Council</b>
- <b>Put in place a framework of governance and support for delivery.</b>	<b>Responsibilities towards the duty of s6 will be reported in the Town Council Annual report.</b>	<b>Council</b>
<b>Key outcomes: use narrative and metrics where possible</b>	<b>Providing support, involvement and/or funding for partnerships and collaboration for local and community-based biodiversity action</b>	
<b>Review points, for e.g. enablers and barriers to action, improvements to forward plan</b>	<b>Consider opportunities which provide support, involvement and/or funding for partnerships and collaboration for local and community-based biodiversity action.</b>	
<b>How and when will the s6 duty be monitored and the s6 plan reviewed?</b>	<b>Town Council will continue to contribute to action for biodiversity and actions will be reviewed to ensure fit for purpose under the S6 duty.</b> <i>3 year review period</i>	

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## Activities during civic year 2019/20



Throughout 2019/20 the Council has continued to manage public spends and work with the community, to achieve aims and objectives.

The latter part of 2019/2020 came with its own challenges, particularly in relation to the Coronavirus pandemic and lockdown. The Council had to discover new ways of working and supporting the community during Covid-19.

The Town Council closed the building and staff were able to work remotely. Arrangements had to be put in place to close the play area and public toilets, in accordance with regulations. Groups had to postpone meetings at the Town Council building.

As a burial authority the Council prioritised the service and tried to minimise the effect on services and burials at Dewstow Cemetery.

Going into 2020/21 the Council will continue to develop new ways of working in order to provide residents with assets and services. Legislation and guidance will have a huge impact in relation to events and the approach will be tailored to continue Council business and service provision.