

*Caldicot Town Council*  
*Cil-Y-Coed*



*Minutes*

**28<sup>th</sup> March 2018**

**Minutes of Caldicot Town Council held at 6.30pm on Wednesday, 28<sup>th</sup> March 2018 at Caldicot Town Council**

Present: Cllrs: P Stevens, Mayor  
O Edwards  
D Ashwin  
A Easson  
D Evans  
R Garrick  
K Harris

RJ Higginson  
M Mitchell  
M Stevens  
S Tovey  
J Williams  
J J Williams

[In attendance: G. McIntyre Clerk, S. King Deputy Clerk, C. Till]

[Also in attendance: Police Representatives, Caldicot and Chepstow Lions Representatives, Members of Press and Public]

**9923 Apologies**

Apologies were received from Cllrs W Conniff, J Harris and F Rowberry.

**9924 Declarations of Interest – To be identified under the relevant item/Forms to be completed**

Cllrs D Evans, R J Higginson declared personal interests in Planning Matters in relation to minute 9929.

Cllr R J Higginson declared a personal interest Caldicot RFC in relation to minute 9931(b).

Cllrs D Evans and K Harris declared personal interests in Caldicot Events Committee in relation to minute 9931(d).

Cllr K Harris declared a personal interest in Caldicot Bowls Club in relation to minute 9931(d).

**9925 Police Report**

Council welcomed Police Representatives to the meeting.

Sgt. Nigel Callard provided an update on the police report and the following points were noted:

- Apparent increase in crime was due to the method of recording incidents
- Main issue regarding shoplifting, which was being addressed

Council highlighted that there was still a number of vehicles and cyclists in the town. Members were encouraged to contact 101 to report any issues.

The chair thanked the police for attending and presenting the report.

**9926 Open Forum for Public Participation [max 15 mins at Mayor's Discretion]**

a) A Member of Severnside Together Opposing Pollution (STOP) updated council on the proposed development at Severn Bridge Industrial Estate. The following points were noted:

- Public consultation ongoing until 10<sup>th</sup> April 2018
- NRW had refused an environmental permit

- Full scale of operation and types of waste unknown
- Proposed use of site still needs to be clearly identified

Town Council thanked STOP for the update.

b) County Councillor J Watkins, attended with local residents and raised concerns regarding the proposed development on Church Farm. Points were noted as follows:

- Health and safety concerns - access to proposed site, increased traffic
- Lack of infrastructure - schools doctors
- Location of site
- S106 monies

Council recognised that representation could be made by residents as part of the Monmouthshire County Council planning process.

County Councillors advised residents of the appeal process for Mon CC Planning applications.

Town Council requested that the Clerk invite the developer to attend a meeting and provide further information regarding the development.

## **9927 To Suspend Proceedings**

### **a) Presentation from Chepstow and Caldicot Lions – Mr B Prout and colleagues**

The Chair welcomed members of Chepstow and Caldicot Lions to the meeting.

Mr Glyn Williams – Secretary, Mr Brian Prout – Vice President, Mr John Robinson – President, delivered a presentation on the history and the work of the Lions. Information was noted as follows:

- 1.45 million members worldwide, 207 countries, 47,000 clubs
- Over 900 Lions Clubs in the UK
- Chepstow branch started in 1971, Caldicot added in 2014 – membership 21 (4 founding members)
- Projects for community:
  - Sight first – old spectacles collected, refurbished and sent to underdeveloped countries (3200 in last year only about 20% usable)
  - Message in a bottle – comprehensive form detailing meds, details of illnesses, everything emergency services need.
  - AED's – centennial project. Supply of public access defibrillators. 21 out at present in local village communities, funded by Lions and British heart foundation.
  - Annual Choir Concert – approximately £700 raised annually for local causes
  - Christmas and parcel bucket collections – 180-190 parcels to those in need, particularly low income, children and the elderly.
  - Agricultural show - £800 for local causes
  - Schools programme – instrumental in most improved pupil award at Caldicot, Wye Dean and Chepstow (behaviour, attendance and overall development)
  - Sponsors – Chepstow Racing, Herbert Lewis, Absolute Homes (Florida), Avent
  - Variety of fundraising – through wing walks and aeroplane jumps

The Chair thanked Lions representatives for attending and reinforced that the organisation had made a significant contribution to the community.

- 9928 To Approve the Minutes [CIRC]:**  
a) Minutes of Full Town Council 28<sup>th</sup> February 2018 – Mayor to sign the Minutes

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

- 9929 Planning - Plans may be viewed prior to the meeting at:**

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

**A) Planning Applications Received:**

**DM/2018/00425:** Discharge of conditions 3 and 4 from previous application DC/2017/00990 - Notices for local planning authority with a start date and traffic management plan - 125-195 Oakley Way, Caldicot, Monmouthshire, NP26 4EB

**TC APPROVED**

**DC/2017/00700:** Erection of two flue stacks (to facilitate the thermal treatment of non - hazardous waste types) and the siting of storage containers.  
- Unit 4, Symondscliff Way, Severn Bridge Industrial Estate, Portskewett, Monmouthshire, NP26 5PW

*[Amendment details- Receipt of the following additional information:*

- o Air Quality Assessment - 3rd Issue (Feb 2018)*
- o Noise Management Plan V3 (Feb 2018)*
- o Odour Assessment - 3rd Issue (Feb 2018)*
- o Odour Management Plan V3 (Feb 2018)*
- o Human Health Risk Assessment (Feb18)]*

**TC DEFERRED\***

**\*pending meeting with developers**

**B) Mon CC Planning Information**

**i) Planning Permissions**

**DC/2017/00762:** LBC - Internal alterations to cover Fire Safety precaution works and improve means of escape from the building. Llanthony Secunda Manor, Church Road, Caldicot, NP26 4HT

**TC Approved FTC 26.7.17**

**DC/2017/01111:** Discharge of conditions 5 (drainage), 6 (Green infrastructure), 7 (estate plan), 8 (roads), 10 (materials), 11 (footway materials) and 12 (lighting). Relating to application DC/2016/01453 – Brookside, Caldicot, NP26 4NJ

***Mon CC Split Decision: conditions 5,7,8,9, 12 discharged, conditions 6, 10 and 11 refused***

**TC Approved P&R 10.10.17**

**DC/2018/00010:** Extension to the side of the existing dwelling. 4 Margretts Way, Caldicot, NP26 4NL

**TC Approved FTC 31.1.18**

**DC/2018/00066:** Planning Permission - Erection of large cabin in garden. 27 Plover Crescent, Caldicot, Monmouthshire, NP26 5ET

**TC Approved P&R 13.2.18**

**DC/2018/00074:** Planning Permission. Side and rear single storey extension. 151 Elan Way, Caldicot NP26 4QB

**TC Approved FTC 31.1.18**

**Town Council noted Mon CC Planning Permissions B) i) above.**

**ii) Pre-Application Consultation – Land Severn Bridge Industrial Estate**

*'On our client's behalf we will shortly be submitting a planning application. As part of this Pre-application consultation we are obliged to inform you of same. A copy of the draft application drawings are enclosed. We would be grateful if you can acknowledge this notice and let us have any comments you might have.'* [Circ]

**Town Council noted Pre-Application Consultation – Land Severn Bridge Industrial Estate.**

**9930 Finance [Circulated unless marked\*]**

- 1) To Approve Cheque list March 2018

**Town Council resolved to approve Cheque list March 2018 as circulated.**

- 2) To Approve Independent Remuneration Panel for Wales Annual Report 2018/19 determinations 44-53

**Town Council resolved to approve IRPW Annual Report 2018/19 determinations 44-53.  
Town Council agreed that the item would be included on the Annual Meeting agenda.**

- 3) Ref: Interim Internal Audit Report 2017-2018 R2 - To Note Estimates Committee 14.11.17 – Decision deferred on Investment with CCLA - *Please note: Financial institutions and unitary authority unable to provide advice*

**Town Council noted reference to Interim Internal Audit Report 2017-2018 R2, Estimates Committee 14.11.17 – Decision deferred on Investment with CCLA and that Financial institutions and unitary authority were unable to provide advice.**

- 4) To consider request for support from Children's Wales Air Ambulance appeal  
*[NB: £40 remaining in Community Well Being Budget 2017/18]*

It was proposed and duly seconded to donate remainder of Community Well Being Budget 2017/18 to Children's Wales Air Ambulance appeal.

**Town Council resolved to donate £40 to Children's Wales Air Ambulance appeal and agreed to invite Children's Wales Air Ambulance to submit an application for the 2018/19 Financial Year.**

- 5) To note appreciations for donations:  
i) Blue Phoenix Jazz Band – £400  
ii) Urdd Gobaith Cymru National Eisteddfod Brecon and Radnorshire 2018 - £25

**Town Council noted appreciations for donations from Blue Phoenix Jazz Band and Urdd Gobaith Cymru National Eisteddfod Brecon and Radnorshire 2018.**

**9931 To Approve Minutes and recommendations [Circ]:**

- a) Twinning Committee meeting held on 28<sup>th</sup> February 2018

**Town Council approved minutes and recommendations of Twinning Committee 28<sup>th</sup> February 2018.**

**b) Grants Committee meeting held on 7<sup>th</sup> March 2018**

**Cllr D Evans declared a personal interest as the Chair of Events Committee.**

Town Councils discussed the Caldicot Events Committee grant application and agreed that audited accounts would be required prior to the donation being approved.

**Town Council resolved that the Events Committee audited accounts would be presented to the next Planning & Resource Committee, 10<sup>th</sup> April 2018, in order for a decision to be considered regarding donation.**

**Cllr R J Higginson declared a personal and prejudicial interest as a member of Caldicot RFC. Cllr RJ Higginson left the meeting during discussion of Caldicot RFC donation.**

Town Council considered the grants committee recommendation. The contribution of the club was recognised, however, on this occasion grants committee recommended not to donate to Caldicot RFC.

It was proposed and duly seconded to accept the Grants Committee recommendation to not donate to Caldicot RFC.

A councillor requested a recorded vote on the proposal:

For: Cllrs P Stevens, O Edwards, M Mitchell, R Garrick, D Evans, M Stevens, S Tovey, J Williams, J J Williams, A Easson

Against: Cllrs D Ashwin, K Harris

Abstained: None

**Town Council resolved that an amount would not be donated to Caldicot RFC.**  
Council agreed that further applications for grants from Caldicot RFC would be considered.

**Cllr R J Higginson returned to the meeting**

**Town Council approved minutes and recommendations of Grants Committee  
7<sup>th</sup> March 2018.**

**c) Health and Safety Committee meeting held on 7<sup>th</sup> March 2018**

**Town Council approved minutes and recommendations of Health and Safety Committee  
7<sup>th</sup> March 2018.**

**d) To Ratify Minutes and consider recommendations of Health and Safety Committee  
meeting held on 21<sup>st</sup> March 2018**

**Town Council approved minutes and recommendations of Health and Safety Committee  
21<sup>st</sup> March 2018.**

**e) To Endorse recommendations of Health and Safety Committee 21.3.18 regarding  
Legionella Control scheme [delegated powers to committee meeting – FTC 28.2.18]**

**Town Council endorsed recommendations of Health and Safety Committee 21.3.18.**

**9932 Members Items of Business [Circ]**

(i) Cllr P Stevens – working party to celebrate development of Caldicot throughout time  
Cllr P Stevens presented the item as an opportunity for collaborative working and joint project for partners within Caldicot.

It was proposed and duly seconded that partner organisations, agencies and business were contacted, in order to obtain interest for a working party to be established to consider the item.

**Town Council agreed to contact bodies in order to gain interest in setting up a working party in this regard.**

(ii) Cllr K Harris – to discuss the plans for Caldicot

Cllr K Harris outlined the plans for Caldicot Town Centre to Council. Council discussed parking issues in the town and how parking could be affected by proposals to modernise the town centre.

Council highlighted that any issues could be raised at the planning stage.

**9933 To Consider Motions for One Voice Wales Annual General Meeting [Circ]**

It was proposed and duly seconded that councillors should submit motions to the office.

**Town Council agreed that Councillors would submit any One Voice Wales Annual General Meeting motions to the Town Council office for consideration by Council.**

**9934 To receive update regarding Dewstow Cemetery Extension [Circ]**

The Chair updated council on progress for the Dewstow Cemetery planning application. The Chair advised that Mon CC were against removal of Dewstow Cemetery hedge, and that Town Council would be required to make compensatory planting, should the hedge be removed.

Councillors agreed that further burial spaces would be available with removal of the hedge.

It was proposed that the hedge be removed and compensatory planting be undertaken around the perimeter of the cemetery extension.

**Town Council resolved to remove the hedge and plant replacement hedges around the perimeter of the cemetery extension.**

**9935 To Consider requests for permissions as follows:**

*Council resolved to accept a further request for permission to erect a shed at Sandy Lane Allotments.*

a) To erect a Shed at Plot 1, Sandy Lane allotments

**Town Council approved erection of a shed on Plot 1 and Plot 31 Sandy Lane Allotments.**

**9936 To Consider General Data Protection Regulation [b/f TC 28.2.18] [Circ]**

**a) To Approve Update of Town Council Agreements/Forms: [Circ]**

**(i) Caldicot Cemetery - Notice of Interment**

**(ii) Caldicot Cemetery - Application to Supply NEW Memorial**

- (iii) **Caldicot Cemetery - Application for additional inscription or refurbishment of EXISTING Memorial**
- (iv) **Caldicot Allotments - Tenancy Agreement**
- (v) **Caldicot Town Council - Booking Hire Form**

The clerk advised that this was an administrative exercise to comply with GDPR.

**Town Council resolved to accept Updated Town Council Agreements and Forms as above.**

**9937 To receive response from Aneurin Bevan University Health Board – Re-design of Older Adult Mental Health Services [Circ]**

Councillors expressed disappointment that Aneurin Bevan University Health Board had closed the dementia ward at Chepstow Hospital despite objections.

**Town Council agreed to write to the Aneurin Bevan University Health Board and express their disappointment and concerns in this matter.**

**9938 To Note visit Caldicot School, Tuesday 6<sup>th</sup> March at 3.30 pm [b/f TC 28.02.18] – members unable to attend**

Cllr K Harris expressed her disappointment of being the only member to attend the Caldicot School visit and thanked the Head Teacher for a well informed tour of the school.

**9939 To agree date of Annual Meeting  
Wednesday 16<sup>th</sup> May 2018 at 6.00pm**

**Town Council agreed Annual Meeting to be held Wednesday 16<sup>th</sup> May 2018 at 6.00pm.**

**9940 Reports**

a) **Reports from Town Council Representatives on Outside Bodies**

There were no reports.

b) **Report Town Team meeting 12.3.18 – Cllr F Rowberry [Circ]**

Town Council noted Town Team report from Cllr Rowberry.

The Mayor advised that he had been invited to the Town Team Easter Market to present prizes.

Town Council agreed to request a written report from Town Team for Full Town Council meetings in lieu of attending the meeting.

c) **Governor's reports**

There were no reports.

d) **Other (incl. Website Analytics) [Circ]**

**Town Council noted website analytics report.**



**9941 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]*

**National Awards 2018 – Conference 29th March 2018**

The Chair advised that the Town Council Annual Report 2016/17 and the Town Council website had been nominated for awards and that he would be attending the conference on 29<sup>th</sup> March 2018.

**Consultation on Edition 10 of Planning Policy Wales**

Council agreed to agenda the item for April Planning and Resources Meeting to consider a response.

**Funding support available in 2018**

Town Council agreed to contact neighbouring councils to gauge interest in joint working.

**April Training Sessions**

Councillors were advised to contact the Clerk to express interest in any training.

**Response to Outstanding MCC Issues**

Councillors expressed concern that items had not been completed.

Councillors requested further information on school places including number of children inside schools from out of their catchment area, whether developers were being asked for money to improve local schools

Councillors requested a meeting with Mon CC Highways to consider siting of a bus shelter at Longfellow Road.

**Wales Audit Office – survey of all Welsh town and community councils**

Council agreed that the Clerk would respond to items of the survey that required a factual response.

**Royal British Legion – Silent Soldier**

It was proposed that a “Silent Soldier” be purchased.

**Town Council agreed to purchase a “Silent Solider” in commemoration of the end of WW1.**

**Chris Jones Regeneration – Caldicot Town Centre Stakeholder Workshop**

Councillors requested Senior Mon CC officers to update council on the town centre project.

**Caldicot Town Team – Business Case to Mon CC ‘Caldicot Goes Pop!’**

Town Council resolved to Support Town Team for ‘Caldicot Goes Pop!’

**Twinning Committee – Morieres-les-Avignon**

It was agreed to thank twin town Morieres-les-Avignon for their time and effort in the past.

**Wales Volunteer of the Year Awards 2018**

Members recommended residents who had volunteered to transport persons for necessary journeys, with their four-wheel drive vehicles, during the inclement weather in March. Councillors to submit names to the Clerk.

**The meeting closed at 8:20pm**

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Mayor/Deputy Mayor

# Cheque list - MARCH 2018

VVVV 9930 (1)

Start of year 01/04/17

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
504444	15012	26/02/18	£120.00	£0.00	£120.00	M Bearcroft	Repairs to wall KGVPF
504445	15013	26/02/18	£1,609.20	£288.20	£1,341.00	R T Powell	Works to cemetery shelter
504446	15014	26/02/18	£5,000.00	£0.00	£5,000.00	Men CC	Instalment 4 contrib street cleaning
504447	15015	26/02/18	£121.00	£0.00	£121.00	Post Office Ltd	Postage
504448	15016	27/02/18	£40.00	£0.00	£40.00	R Morse	TC Security Feb 18
504449	15017	28/02/18	£30.00	£0.00	£30.00	Country Flowers	60th wedding anniversary
504450	15021	08/03/18	£1,060.59	£176.77	£883.82	Willow Landscapes	Contract fee February - KGVPF
504450	15022	08/03/18	£214.80	£35.80	£179.00	Willow Landscapes	Contract fee February - TC Building
504450	15023	08/03/18	£54.61	£9.10	£45.51	Willow Landscapes	Contract fee February - Allotments
504450	15024	08/03/18	£31.30	£5.22	£26.08	Willow Landscapes	Contract fee February - Orchard Close
504450	15025	08/03/18	£927.20	£154.53	£772.67	Willow Landscapes	Contract fee February - cemetery
504450	15026	08/03/18	£96.00	£16.00	£80.00	Willow Landscapes	Prune shrubs Jubilee Way
504450	15027	08/03/18	£18.00	£3.00	£15.00	Willow Landscapes	Mark graves
504501	15018	08/03/18	£2,402.50	£400.42	£2,002.08	Willow Landscapes	
504502	15019	08/03/18	£1,232.24	£205.37	£1,026.87	Peter Villars Landscapes	
504503	15020	08/03/18	£59.50	£9.92	£49.58	M J Trading	Bowls Green contract Feb 18
504504	15028	15/03/18	£528.84	£0.00	£528.84	Merlin Waste	Stationery
504505	15029	15/03/18	£94.80	£0.00	£94.80	Clr P Stevens	Dog waste collection Mar 18
504506	15030	15/03/18	£129.26	£21.54	£94.80	Brighter Bills Ltd	Travel exps Barry 8.3, Coleford 9.3, St Mellons 15.3
504507	15031	15/03/18	£250.00	£0.00	£250.00	SLCC	Telephones
504508	15032	15/03/18	£1,440.00	£0.00	£1,440.00	Gareth Baker	Deputy Clerk Registration CILCA
504509	15033	20/03/18	£528.00	£88.00	£440.00	P&P Pest Control	H&S Repairs TC Boundary Wall
504510	15034	20/03/18	£20.00	£0.00	£20.00	Playworks (Payroll Bureau)	Mole control cemetery
504510	15035	20/03/18	£150.00	£25.00	£125.00	J Reece	Payslips March 18
504510	15035	20/03/18	£420.00	£70.00	£350.00	J Reece	Cut hedge/overhang tree KGVPF
504510	15035	20/03/18	£570.00	£95.00	£475.00	J Reece	Dig out/move soil OW allotments
AR200318	14607	20/03/18	£5,272.63	£0.00	£5,272.63	Salaries	Salaries March 18
AR2003181	15040	20/03/18	£1,829.49	£0.00	£1,829.49	Torfaen CBC	Superannuation March 18
AR2003182	15041	20/03/18	£1,753.92	£0.00	£1,753.92	HMRC	Tax/NI March 18
AR2003183	15042	20/03/18	£6.00	£0.00	£6.00	Co-Operative Bank Plc	Charge re: unrepresented cheque - CONTRA

# CALDICOT TOWN COUNCIL

## Minutes of Planning and Resources Committee held at 6.30pm on Tuesday, 10<sup>th</sup> April 2018 at Caldicot Town Council

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

[In attendance: S King, Deputy Clerk, C Till]

### 1 Apologies

Apologies were received from Cllrs D Ashwin, J Harris, RJ Higginson, S Tovey and J Williams

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

Cllr D Evans declared personal interests as a member of Mon CC Planning Committee, in relation to item 3 and as Chair of Caldicot Events Committee, in relation to item 6a.

Cllr K Harris declared a personal interest as a member of Caldicot Events Committee, in relation to item 6a.

### 3 Planning Applications Received

Plans may be viewed prior to the meeting at:

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

**DM/2018/00282:** Two storey extension to the side and partially to the rear of the property –  
7 Stafford Road, Caldicot, Monmouthshire, NP26 5DE **TC Approved**

**DM/2018/00415:** Take down existing porch and rebuild. WC extension. –  
56 Castle Lodge Crescent, Caldicot, Monmouthshire, NP26 4JS **TC Approved**

The Mayor advised that a late application had been received, after the agenda despatch:  
**DM/2018/00380:** Erection of four no. one-bedroom terraced mews type dwellings, with car parking, landscaping and associated work - Land At Elm Road, Redundant Garage Blocks  
Council considered whether to accept the late application.

**Town Council agreed that application DM/2018/00380 would not be considered as a late item, as plans had to be considered. Town Council resolved that the application would be considered at Full Town Council meeting 25<sup>th</sup> April 2018.**

### 4 Mon CC Planning Information [DISPLAYED]

#### i) Planning Permissions

**DC/2018/00063:** Planning permission. Front single storey sun room. Double storey rear and side extension. Replacement garage – 3 Dewstow Road, Caldicot, NP26 4AG

**TC Approved P&R 13.2.18**

**DC/2018/00070:** Planning Permission - Demolition of existing flat roof porch, garage and side extensions. Construction of new pitched roof porch, two storey side extension and internal alterations-  
12 Stafford Road, Caldicot, NP26 5DE

**TC Approved P&R 13.2.18**

DC/2018/00135: Planning Permission - InstaVolt are proposing to install 1 rapid electric vehicle charging station within the grounds of Caldicot Filling Station, Monmouthshire. Existing space will become 1 EV charging bay, along with associated equipment - Caldicot Filling Station  
Newport Road, Caldicot, NP26 4XB  
TC Approved P&R 13.2.18

5 **To consider Welsh Government consultation document:  
Draft Planning Policy Wales: Edition 10 [b/f FTC 28.3.18]**

Town Council noted the Welsh Government consultation document – Draft Planning Policy Wales: Edition 10. It was recognised that there were 38 detailed questions and responses were required by 18<sup>th</sup> May 2018.

**Town Council agreed that the consultation document would be considered prior to the Council meeting 25<sup>th</sup> April and a response would be prepared by Town Council. The meeting would be held at 5.30pm and Head of Planning, Mon CC, would be invited to attend.**

6 **To consider recommendation of Grants Committee 7<sup>th</sup> March 2018 “The Committee recommended that £8,000 was agreed in principle, pending receipt of audited accounts to the Town Council meeting” [b/f FTC 28.3.18].**

a) **Caldicot Events Committee Audited Accounts [CIRC]**

Town Council received Caldicot Events Committee Audited Accounts and considered recommendation of Grants Committee 7<sup>th</sup> March 2018 “The Committee recommended that £8,000 was agreed in principle, pending receipt of audited accounts to the Town Council meeting”.

As audited accounts had been received it was proposed and duly seconded that a donation of £8,000 was granted to Caldicot Events Committee to support the Carnival & Christmas Lights events 2018.

**Caldicot Town Council resolved that £8,000 was donated to Caldicot Events Committee to support the Carnival & Christmas Lights events 2018.**

*Spending Power - LGA 1972 s.145*

7 **Proposed Cemetery Land – to note correspondence from Planning Consultant to MCC [CIRC]**

The Mayor advised that the planning application submitted for the proposed extension to Dewstow Cemetery had been approved.

The Deputy Clerk referred to the correspondence from Planning Consultant to Mon CC and highlighted that the Planning Agent had recently contacted the office and confirmed that the planning application had been approved, Caldicot Town Council were encouraged to liaise with Mon CC officers regarding ecological issues.

**Town Council resolved to accept correspondence from the Planning Consultant and accepted the update that the planning application, for Dewstow Cemetery extension, had been approved.**

**Town Council resolved to progress with planning agent professional advice and that the Deputy Clerk contact the planning agent, to advise of next stages of the process.**

**The meeting closed at 6.40pm.**

# Cheque list

7(1)

Start of year 01/04/17

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
504511	15043	22/03/18	£90.00	£15.00	£75.00	J Reece	KGVPF compound hedge
504511	15046	22/03/18	£204.00	£34.00	£170.00	J Reece	2 x annual cuts compound hedge
504511	22/03/18		£294.00	£49.00	£245.00		
504512	15044	28/03/18	£2,400.00	£400.00	£2,000.00	R T Powell	Repairs/Renew paving slabs bowls green H&S
504513	15047	28/03/18	£44.00	£0.00	£44.00	R Morse	TC Security March 18
504514	15050	28/03/18	£30.00	£5.00	£25.00	Willow Landscapes	Supply/apply salt TC
504514	15051	28/03/18	£12.00	£2.00	£10.00	Willow Landscapes	Mark graves
504514	15052	28/03/18	£1,060.59	£176.77	£883.82	Willow Landscapes	Contract fee March - KGVPF
504514	15053	28/03/18	£214.80	£35.80	£179.00	Willow Landscapes	Contract fee March - TC Building
504514	15054	28/03/18	£54.61	£9.10	£45.51	Willow Landscapes	Contract fee March - Allotments
504514	15055	28/03/18	£31.30	£5.22	£26.08	Willow Landscapes	Contract fee March - Orchard Close
504514	15056	28/03/18	£927.20	£154.53	£772.67	Willow Landscapes	Contract fee March - cemetery
504514	28/03/18		£2,330.50	£388.42	£1,942.08		
504515	15048	28/03/18	£312.50	£0.00	£312.50	L Watkins	Cemetery gates Jan-Mar 18
504516	15049	28/03/18	£312.50	£0.00	£312.50	R Morse	Playarea gates Jan-Mar 18
504517	15058	30/03/18	£500.00	£0.00	£500.00	Cald & Dist RBL	Donation TC 28.3.18
504518	15059	30/03/18	£50.00	£0.00	£50.00	Bobath Children's Therapy Centr	Donation TC 28.3.18
504519	15060	30/03/18	£50.00	£0.00	£50.00	Kidney Wales	Donation TC 28.3.18
504520	15061	30/03/18	£40.00	£0.00	£40.00	Children's Wales Air Ambulance	Donation TC 28.3.18
504521	15057	30/03/18	£1,232.24	£205.37	£1,026.87	Peter Villars Landscapes	Bowls green contract fee March
504522	15062	30/03/18	£50.00	£0.00	£50.00	One Voice Wales	Awards Ceremony 29.3.18 - Cllr PS
504523	15064	30/03/18	£68.15	£11.36	£56.79	M J Trading	Cleaning supplies
504524	15063	30/03/18	£84.00	£0.00	£84.00	Aztec Alarms & Electrical Servis	PAT testing
Total							

MARCH 2018(2)



**CALDICOT TOWN COUNCIL**  
**Sandy Lane Caldicot**

**FINAL ACCOUNTS**  
**2017/2018**

**[subject to audit]**

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# Income and Expenditure Account

31/03/17		31/03/18
£		£
	<b>INCOME</b>	
1,653.35	KGVPF Trustee Land	0.00
0.00	Jubilee Way Toilets	0.00
294,935.00	Precept	331,134.00
19,530.00	Burial Fees	16,010.00
1,640.00	Allotment Rents	1,810.00
2,344.00	Town Council Building Hire Fees	2,304.00
12,121.22	Miscellaneous Income	9,513.64
553.93	Interest on Investments	231.44
0.00	Loan/Capital Receipts	0.00
0.00	Sale of Assets	0.00
0.00	Agency Services reimbursements	0.00
332,777.50	<b>TOTAL INCOME</b>	<b>361,003.08</b>
	<b>EXPENDITURE</b>	
102,963.85	General Administration	98,782.30
29,741.99	Other Administration Expenditure	23,893.40
23,092.77	Cemetery	23,435.04
1,301.36	Allotments	2,371.67
0.00	Other Expenditure	0.00
104,016.40	Town Facilities	87,936.32
0.00	Community Well Being	0.00
1,575.00	Capital Equipment/Schemes	1,809.00
13,228.82	S. 137 Payments	17,424.15
0.00	Agency Services	0.00
0.00	Provision for Bad/Doubtful Debts	0.00
48,630.46	KGVPF Trustee Land	34,130.08
13,293.29	Jubilee Way Toilets	13,770.62
337,843.94	<b>TOTAL EXPENDITURE</b>	<b>303,552.58</b>
0.00	Balance as at 01/04/17	0.00
332,777.50	Add Total Income	361,003.08
332,777.51		361,003.08
337,843.94	Deduct Total Expenditure	303,552.58
0.00	Stock Adjustment	0.00
5,066.43	Transfer to/ from reserves	-57,450.50
0.00	Balance as at 31/03/18	0.00



# Consolidated Balance Sheet

31/03/17 £		31/03/18 £
	<b>Long Term assets</b>	
0.00	Investments	0.00
0.00	Long Term Debts	0.00
<u>0.00</u>	<b>TOTAL LONG TERM ASSETS</b>	<u>0.00</u>
	<b>Current assets</b>	
200,000.00	Investments	300,128.69
0.00	Loans Made	0.00
0.00	Investments	0.00
0.00	Stocks	0.00
11,531.73	VAT Recoverable	8,579.64
0.00	Debtors	100.00
773.00	Payment in Advance	804.52
51,509.40	Cash in Hand at Bank	7,781.91
<u>263,814.13</u>	<b>TOTAL CURRENT ASSETS</b>	<u>317,394.76</u>
<u>263,814.13</u>	<b>TOTAL ASSETS</b>	<u>317,394.76</u>
	<b>Current liabilities</b>	
0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
6,299.87	Creditors	2,430.00
0.00	Receipts in Advance	0.00
<u>6,299.87</u>	<b>TOTAL CURRENT LIABILITIES</b>	<u>2,430.00</u>
<u>257,514.26</u>	<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<u>314,964.76</u>
0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
<u>0.00</u>		<u>0.00</u>
<u>257,514.26</u>	<b>NET ASSETS</b>	<u>314,964.76</u>
	<b>Represented by</b>	
0.00	Revenue Account	0.00
5,000.00	General Balance/Contingency	20,000.00
144,799.27	Reserves	94,964.76
20,000.00	Repairs/H&S Works	40,000.00
	Provisions	
10,715.00	CCTV System	0.00
4,000.00	Bus Shelters	0.00
0.00	Play Equipment	20,000.00
13,000.00	5 Year Strategy	0.00
25,000.00	Compound	65,000.00
35,000.00	Cemetery Land	75,000.00
<u>257,514.26</u>		<u>314,964.76</u>

**ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2018  
SUPPORTING STATEMENT**

CALDICOT TOWN COUNCIL

	£
<b>PURCHASES</b>	
Office Camera	135
Bus shelter	1630
Dog waste bins	179
 <b>DISPOSALS</b>	
Cemetery Noticeboard	350

As at 31.3.2018 the following assets were held [itemised in accordance with Aviva Insurance Limited Schedule]

**ASSETS - LAND**

Allotments at Sandy Lane and Oakley Way (Leased)  
Copse at Sandy Lane [former allotments]  
Dewstow Road Cemetery [Leased]

	£
Town Council Cemetery Shelter/Shed and Toilet	19,772
Town Council Offices and Building	272,031
Town Council Building – 9 Sandy Lane	63,587
Jubilee Way Toilets	1
	<b>355,391</b>

	£	
Street Furniture [including bus shelters]	30,682	
Gates, Fences & Wall	10,000	
Regalia	9,728	
Christmas Tree Lights	625	
Town Council Building/Office Contents	<u>10,329</u>	
	<b>61,364</b>	<b>Total <u>£416,755</u></b>

**BORROWINGS**

There were no outstanding loans to the Council as at 31.3.18

**LEASES**

Town Council leases land for the Allotment sites Sandy Lane; Oakley Way - fixed annual rental of £15; and Cemetery from Mon CC. The leases were in existence as at 31.3.18

**DEBTS OUTSTANDING**

Debts outstanding at 31.3.18 were as follows:

	£
HM Customs [VAT]	8,579.64

#### TENANCIES

Lease, children's nursery, 9 Sandy Lane, Caldicot

Tenant	Property	* Rent p.a	Repairing/Non Repairing	Insurance Tenant
	9 Sandy Lane	£6,000		

Town Council Solicitors: Blake Morgan, Cardiff/Consultancy: Newlands, Chepstow

#### TOWN COUNCIL AS A TENANT

Town Council is not a tenant of any property

#### AGENCY WORK

During the year 2017/2018 the Town Council did not undertake any work on behalf of any other Authority or bodies on any agency basis.

#### ADVERTISING AND PUBLICITY

The Town Council paid £500 for advertising 2017/2018 – Insertion in Residents' Handbook 2018

#### CONTINGENT LIABILITY

There was no contingent liability as at 31.3.2018 and no matters outstanding which might involve potential litigation and financial penalty etc.

#### PENSIONS

For the year ending 31.3.2018, the Town Council's contribution for superannuable employees was 20.8% of pensionable pay. The pension contribution is in respect of the Clerk/RFO, Deputy Clerk/RFO and Communications Assistant/Office Administrator.

#### MOVEMENT OF RESERVES 2017/2018

	£
Opening Balance	257,515
Add transfer to reserves/provisions for the year	<u>57,450</u>
TOTAL	314,965

**SECTION 137 (LOCAL GOVT ACT) 1972**

Section 137 of the 1972 Act permits a Community Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of and will bring direct benefit to the area or any part of it or all of some of its inhabitants, providing that the benefit is commensurate with the expenditure. The maximum sum for 2017-18 was £7.57 per elector. The limit for the Council in the year ended 31.3.18 was [£7,304 x £7.57 = £55,291] and the payments were as follows:

**Section 137 transactions**

Start of year 01/04/17

Tn no	Paid date	Gross	Vat	Net	Accrued Payee Amount
14579	08/05/17	£2,500.00	£0.00	£2,500.00	£0.00 Caldicot Community Lunches
14640	15/06/17	£30.00	£0.00	£30.00	£0.00 Country Flowers
14643	15/06/17	£200.00	£0.00	£200.00	£0.00 Mon CC
14644	15/06/17	£5,000.00	£0.00	£5,000.00	£0.00 Caldicot Youth Group
14733	21/08/17	£25.00	£0.00	£25.00	£0.00 T A Wheeler
14758	13/09/17	£25.00	£0.00	£25.00	£0.00 C Harris
14759	13/09/17	£15.00	£0.00	£15.00	£0.00 D Jones
14760	13/09/17	£15.00	£0.00	£15.00	£0.00 M Simmonds
14761	13/09/17	£15.00	£0.00	£15.00	£0.00 T Richards
14762	13/09/17	£15.00	£0.00	£15.00	£0.00 J Howells
14763	13/09/17	£10.00	£0.00	£10.00	£0.00 V Williams
14764	13/09/17	£25.00	£0.00	£25.00	£0.00 Ian Watts & Son Ltd
14765	13/09/17	£25.00	£0.00	£25.00	£0.00 Clean & Fresh
14767	13/09/17	£150.00	£0.00	£150.00	£0.00 T Harris
14768	18/09/17	£25.00	£0.00	£25.00	£0.00 Cllr P Stevens
14787	29/09/17	£1,000.00	£0.00	£1,000.00	£0.00 2012 Caldicot Squadron ATC
14825	30/10/17	£100.00	£0.00	£100.00	£0.00 RBL Poppy Appeal
14846	09/11/17	£261.95	£0.00	£261.95	£0.00 Achilles Heel
14850	15/11/17	£140.00	£0.00	£140.00	£0.00 RBL Poppy Appeal
14851	15/11/17	£52.20	£0.00	£52.20	£0.00 Wye Valley Studios
14865	29/11/17	£100.00	£0.00	£100.00	£0.00 T Harris
14867	29/11/17	£198.00	£33.00	£165.00	£0.00 Eyewitness Protection Ltd
14871	12/12/17	£5,000.00	£0.00	£5,000.00	£0.00 Mon CC
14926	16/01/18	£10.00	£0.00	£10.00	£0.00 M Lane
14955	24/01/18	£30.00	£0.00	£30.00	£0.00 Country Flowers
14965	05/02/18	£10.00	£0.00	£10.00	£0.00 S Prout
14966	05/02/18	£10.00	£0.00	£10.00	£0.00 H Till
14967	05/02/18	£500.00	£0.00	£500.00	£0.00 2nd Caldicot Scouts
14968	05/02/18	£500.00	£0.00	£500.00	£0.00 SARA
14969	05/02/18	£400.00	£0.00	£400.00	£0.00 Blue Phoenix Jazz Band
14970	05/02/18	£400.00	£0.00	£400.00	£0.00 3rd Caldicot Brownies
15017	28/02/18	£30.00	£0.00	£30.00	£0.00 Country Flowers
15058	30/03/18	£500.00	£0.00	£500.00	£0.00 Cald & Dist RBL
15059	30/03/18	£50.00	£0.00	£50.00	£0.00 Bobath Children's Therapy Centre Wales
15060	30/03/18	£50.00	£0.00	£50.00	£0.00 Kidney Wales
15061	30/03/18	£40.00	£0.00	£40.00	£0.00 Children's Wales Air Ambulance
		£17,457.15	£33.00	£17,424.15	£0.00 <b>Total</b>

# Closing Creditors

Start of year 01/04/17

Tn no	Gross	Vat	Net	Accrued	Closing adjustment	Inv. date	Cheque no	Details
<b>Audit Commission</b>								
15069	£0.00	£0.00	£0.00	£380.00	£380.00	31/03/18		External audit 17/18
<b>Total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£380.00</b>	<b>£380.00</b>			
<b>Auditing Solutions</b>								
15068	£0.00	£0.00	£0.00	£420.00	£420.00	31/03/18		-
<b>Total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£420.00</b>	<b>£420.00</b>			Internal audit 17/18 - fina
<b>Mon CC</b>								
15067	£0.00	£0.00	£0.00	£1,630.00	£1,630.00	31/03/18		Installation of bus shelter
<b>Total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1,630.00</b>	<b>£1,630.00</b>			
<b>Total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£2,430.00</b>	<b>£2,430.00</b>			
								VAT Creditor <b>£0.00</b>
								All Other Creditors <b>£2,430.00</b>

# Closing Debtors

Start of year 01/04/17

Tn no	Gross	Vat	Net	Accrued	Closing adjustment	Inv. date	Invoice no	Details
<b>Co-op Bank</b>								
8576	£0.00	£0.00	£0.00	£100.00	£100.00	31/03/18		Bank interest
<b>Total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£100.00</b>	<b>£100.00</b>			
<b>HM Customs</b>								
8577	£8,579.64	£0.00	£8,579.64	£0.00	£8,579.64	31/03/18		VAT refund 01/01/18 - 3
<b>Total</b>	<b>£8,579.64</b>	<b>£0.00</b>	<b>£8,579.64</b>	<b>£0.00</b>	<b>£8,579.64</b>			
<b>Total</b>	<b>£8,579.64</b>	<b>£0.00</b>	<b>£8,579.64</b>	<b>£100.00</b>	<b>£8,679.64</b>			
								VAT Debtor <b>£8,579.64</b>
								All Other Debtors <b>£100.00</b>

KING GEORGE V PLAYING FIELDS TRUSTEE

ASSETS – TRUSTEE LAND

Playing Fields King George V Land Approx 8 Acres (Trust)

Children's Play Area/Outdoor Exercise Equipment KGVPF

Bowls Green/Allied areas KGVPF (including allotments)

<u>Trustee</u>	£
Bowling Green Clubhouse/Pavilion	94,179 (inc £5,000 fixed seating)
Bowling Green Changing Room	36,926* (inc £152 fixed lockers)
Town Council Storage Compound	53,620
Play Equipment & Surfaces	116,071
Street Furniture	
Seats	440
2 signs	563
Gates, fences	5693
Bollards	5352
Fingerposts	934
2 dog bins	<u>305</u>
	314,083

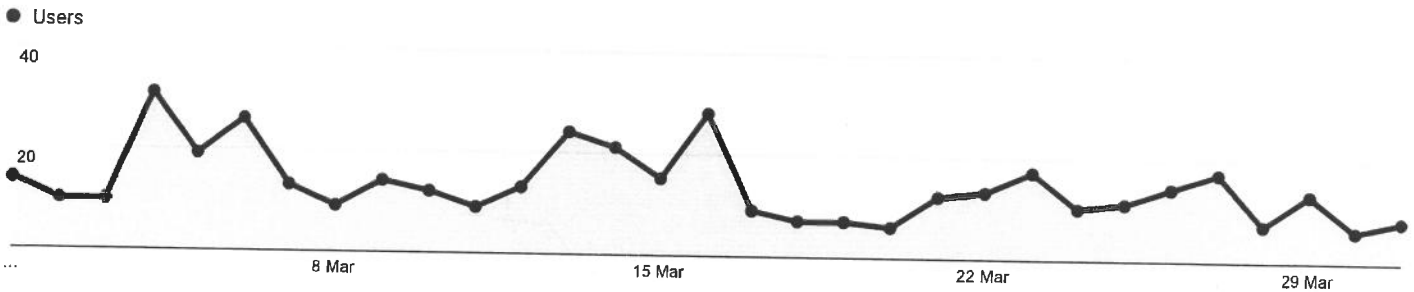
\*Bowling Green Changing room - £758 free standing lockers, £4,000 watering system  
[recharged Bowls Club]

### Audience Overview

All Users  
100.00% Users

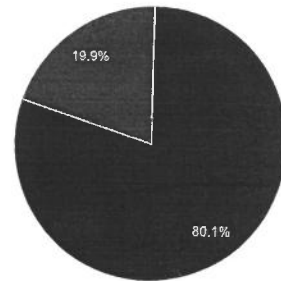
1 Mar 2018 - 31 Mar 2018

#### Overview



<b>Users</b> 328 	<b>New Users</b> 277 	<b>Sessions</b> 522 
<b>Number of Sessions per User</b> 1.59 	<b>Page Views</b> 1,435 	<b>Pages/Session</b> 2.75 
<b>Avg. Session Duration</b> 00:03:56 	<b>Bounce Rate</b> 47.13% 	

■ New Visitor ■ Returning Visitor



#### Language

Language	Users	% Users
1. en-gb	251	76.52%
2. en-us	73	22.26%
3. pl	2	0.61%
4. (not set)	1	0.30%
de-de	1	0.30%