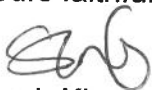


19th May 2022

Dear Councillor

You are summoned to a meeting of Caldicot Town Council to be held at **6.30pm on Wednesday, 25th May 2022** at Caldicot Town Council for the purpose of transacting the following business.

Yours faithfully



Sarah King
Clerk to the Council

**PLEASE NOTE THAT THIS MEETING WILL BE AVAILABLE REMOTELY –
FOR FURTHER DETAILS CONTACT THE TOWN COUNCIL OFFICE**

PART A - CALDICOT TOWN COUNCIL

1 Apologies

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

3 INAUGURATION – Cllr M Mitchell, Mayor [*b/f Annual Meeting 18.5.2022*]

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

5 To Approve the Minutes [CIRC]:

[12b 'There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).' Town Council Standing Orders]

- a) Minutes of Full Town Council 27th April 2022 – Mayor to sign the Minutes
- b) Minutes of Annual Meeting 18th May 2022 – Mayor to sign the Minutes

6 To agree schedule of future Town Council meetings (Circ)

7 Planning – Plans may be viewed prior to the meeting at:

<https://planningonline.monmouthshire.gov.uk/online-applications/?lang=EN>

A) Planning Applications Received:

DM/2022/00601: Outline Planning Permission. Detached two storey dwelling house (Use Class C3) with rear garden and two off street parking spaces
– 37 Longcroft Road, Caldicot NP26 4EU

DM/2021/01734: Discharge of Condition DOC 2 (Phasing plan, handover & maintenance S38 agreement dated 01.10.2020 and S278 agreement dated 01.10.2020) and 3 (pump station drawing edp5822_sk003) relating to application DM/2019/01041 - Land Development South Of Crick Road, Portskewett, Monmouthshire
Reconsultation: Additional details submitted for pump station (floor plan and elevations)

B) Mon CC Planning Information

i) Planning Permissions

DM/2021/02082: Digging out front garden for extra parking – 3 Tennyson Road, NP26 4LJ

ii) Planning Refusals

DM/2022/00391: Householder. Erection of a single storey outbuilding in the rear garden. New parking space, associated boundary fence alteration and new crossover – 24 Chepstow Road, Caldicot NP26 4HY **TC Approved FTC 31.3.2022**

C) Mon CC Highways Road Closures

- i) For information, Crick Road to Shirenewton closed between the hours of 10am and 3pm from Monday 23rd May for four days (Health and Safety - tree maintenance)
- ii) For information, temporary closure in force for Public Footpaths 6 and 13 in Rogiet and Caldicot along the coast at the private firing range has been extended with Welsh Government authorisation to remain in force until 23 December 2022.

8 Finance [Circulated unless marked*]

- 1) To Approve & Sign Annual Return for the Year Ended 31 March 2022 for submission to External Audit by 30.06.2022
- 2) To Consider Internal Audit Report Year End 31.3.2022
- 3) To approve End of Year Accounts 2021/2022 [following internal audit]
- 4) To Approve transfer of funds over £10,000 following receipt of Precept 1 end April
- 5) To Approve Cheque list April/May 2022
- 6) To consider inclusion in Standbrook Guides [£395 + VAT] and draft advertisement
- 7) To consider quotation for Town Councillor email spam filtration - £1.90 per mailbox per month
- 8) To ratify cost for topping of cemetery extension to prepare for use - £120 [J Reece] (*attention to meadow grass, levelling and repair of holes*)
- 9) To note appreciations of donations:
 - £100 – Urdd Gobaith Cymru National Eisteddfod 2022
 - £1,500 – Noah’s Ark Children’s Hospital Charity

9 To approve Town Council policies:

- 1) Standing Orders
- 2) Financial Regulations
- 3) Complaints procedure
- 4) Local resolution policy
- 5) Equal opportunities policy
- 6) Social Media and Communications policy

10 Members items of business

- a) Cllr A Easson – Pedestrian Crossing and Bus Shelter near Grayhill Surgery
- b) Cllr A Easson – Bus Shelter Woodstock Way (near Woodstock Court)

11 To consider establishment of Fairtrade Working Group and appointment of Town Council representatives.

12 Reports

- a) Reports from Town Council Representatives on Outside Bodies
- b) Governor’s reports
- c) Youth offending – restorative justice/Police report (Circ)
- d) Members items for website
- e) Other

13 To Receive Clerk’s Report – Correspondence, Publications

14	To Resolve – 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:
15	To consider quotation for extension of current contract (Cemetery extension groundworks) [N.B. Contracts due for renewal Autumn 2022] (Circ)
16	To consider draft tender specification for landscaping of Dewstow Cemetery Extension (Circ)
17	To ratify appointment of Deputy Clerk/Deputy RFO (Circ)
18	To consider applications for vacancy in Caldicot Cross Ward
19	To Resolve to re-admit Press and Public
20	To Co-opt to Vacancy Caldicot Cross Ward

PART B – KING GEORGE V PLAYING FIELDS TRUSTEE

1	To consider request from Caldicot Town AFC, to use playing fields for final season tournament 29 th May 2022
2	To consider request from Caldicot Bowls Club for gate key
3	To consider opening times of main gates at King George V Playing Field