



2nd October 2024

Dear Councillors,

You are hereby summoned to attend a **Meeting of Extraordinary Full Town Council** of Caldicot Town Council in the **Caldicot Town Council Building, Sandy Lane** to be held on **Tuesday, 8th October 2024 at 6:30 p.m.**

Please note that this meeting will incorporate items from the scheduled Planning and Resources Meeting for this date.

The meeting will be conducted in a Hybrid fashion at the Council Offices and remotely online through Microsoft Teams. This is carried out in accordance with the Local Government and Elections Act (Wales) 2021. If anyone wishes to access the meeting remotely via Microsoft Teams, they can do so using the following information:

Microsoft Teams Meeting ID: 310 489 167 446 **Passcode:** zWUpHA

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Mark Tredwin', with a long horizontal line extending to the right.

Mark Tredwin
Town Clerk to the Council

Agenda

Before the meeting officially starts there will be a Blessing of the Town Council Regalia. It is intended that this will be carried out at 6:20 p.m. for those that wish to attend the Blessing. Reverend Jon Linforth will be kindly carrying out the Blessing.

- 1. Welcome**
The Chair will welcome everyone to the meeting.
- 2. Apologies for Absence**
Members are asked to receive apologies of absence for this meeting.
- 3. Declarations of Interest**
Members are asked to receive Declarations of Personal or Prejudicial Interests declared by Members on items under consideration on this agenda.

4. Public Question Time and Participation

Members of the public are advised that they are welcome to ask questions about items on the agenda. It is not always possible to give a verbal response at the meeting and questions may receive a written response. No resolution can be made under this item.

Questions should relate to matters of Town Council policy or practice and not relate to the individual affairs of either the questioner or any other named person.

5. Minutes

The Town Mayor will identify the following appended minutes and invite the Committee Chairs to present recommendations that they would like the Council to confirm.

Members are asked to confirm the recommendations contained therein:

- i) Minutes of Full Town Council Meeting held on Wednesday 25th September 2024

6. Planning

Plans may be viewed prior to the meeting at <https://www.monmouthshire.gov.uk/view-planning-applications>

i) Planning Applications for consideration:

Members are asked to consider the planning applications received:

- **DM/2024/01094:** Demolition of the existing porch and replaced with a larger single-storey front extension. 29 Castle Lodge Crescent, Caldicot, NP26 4JL
- **DM/2024/01106:** Change of shop front. Unit 4 Holman House, 36 - 38 Newport Road, Caldicot, NP26 4BQ
- **DM/2024/01105:** Access, appearance, landscaping, layout and scale. Land At Severn Bridge Industrial Estate, Pill Row, Caldicot
- **DM/2024/01182:** Two storey side extension. 12 Orchard Close, Caldicot, NP26 4BH

ii) MCC Approved Planning Applications:

Members are asked to note that the following planning applications have been approved:

- **DM/2024/00813:** Garage conversion, sauna outbuilding and landscaping garden design. 85 Heol Sirhowy, Caldicot, NP26 4RN
[FTC Approved – 31.07.24]
- **DM/2024/00970:** To convert a section of the private parking area into a play area for the nursery and fence off the section of the car park near the rear entrance of the building to enable safe and easy access to the play area. The area will be sectioned off using wooden fence panels and posts, the supports for which would be bolted to the tarmac, and this will be fully reversible. Also just to mention for information, the site plan shows an entrance to the rear of No.60 from the car park, which is incorrect, and does not exist - there is already a tall brick wall and wire fence separating the rear of No.60 entirely, from the car park. The private parking area will still offer parking spaces for up to 20 cars. Ladybird Craft Centre, 62 - 64 Newport Road, Caldicot, NP26 4BR
[P&R Deferred – 10.09.24]

- 7. Appointment of a Replacement School Governor at Dewstow Primary**
Following the resignation of the councillor appointed to represent the Council on the Dewstow Primary School Board of Governors.
- 8. 50th Anniversary Working Group Report**
To receive notes from the last Working Group meeting and to note the amendments to the Colour Clash Event.
- 9. Remembrance Day Sound System**
To agree the upgrade to the sound system from that used at last year's event.
- 10. Panic Alarm for Town Council Offices**
To approve the installation of a panic alarm system in the Council Offices.
- 11. Appointment of Internal Auditor**
To consider the appointment of the Internal Auditor for the Town Council.
- 12. Date of Next Meeting**
Members are asked to note that the next meeting of Full Town Council is scheduled to be held on 23rd October 2024.

The next meeting of the Planning and Resources Committee is due to be held on the 6th November 2024.

- 13. EXCLUSION OF PUBLIC AND PRESS**
In light of the confidential nature of items 7, 8 and 9, it is recommended the meeting be moved to continue in private session.

RECOMMENDED That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw, due to the nature of the business about to be transacted which is considered to be prejudicial to the public interest.

COUNCIL IN PRIVATE SESSION

14. AGENDA ITEM 7 – Remembrance Day Sound System

To agree the upgrade to the sound system from that used at last year's event.

15. AGENDA ITEM 8 - Panic Alarm for Town Council Offices

To approve the installation of a panic alarm system in the Council Offices.

16. AGENDA ITEM 9 - Appointment of Internal Auditor

To consider the appointment of the Internal Auditor for the Town Council.