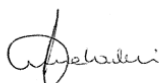


23rd February 2024

Dear Councillors,

You are hereby summoned to attend a **Meeting of Caldicot Town Council** in **Caldicot Room Suite 3, Castlegate Business Park** to be held on **Wednesday, 28th February 2024 at 18:30 p.m.**

Yours sincerely,



Anne Wilson
Locum Town Clerk to the Council

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the meeting. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

Please note that the Community Safety Officers will be invited to speak before the agenda to discuss CCTV Service Provision.

Agenda

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 interest under consideration on this agenda in accordance with Part III of the Local Government Act 2000 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

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 31st January 2024

Copy Attached Appendix A

- ii) Minutes of Extraordinary Full Town Council Meeting 9th February 2024

Copy Attached Appendix B

- iii) Notes of 50 Years of Caldicot Working Group Meeting 16th February 2024

Copy Attached Appendix C

- iv) Minutes of Personnel Committee Meeting 21st February 2024

Copy Attached Appendix D

6. Report from Monmouthshire Councillors

Members are asked to receive a verbal report from the Monmouthshire Councillors on matters pertaining to Monmouthshire Council and those relevant to Caldicot Town Council.

7. Report from Gwent Police

Members are asked to receive a written report from Gwent Police on matters pertaining to Caldicot.

Copy Attached Appendix E

8. Room Hire Cost for Interviews

Members are asked to note the room hire cost of £20 for half day, £40 full day.

9. WHO Age Friendly Survey

Members are asked to note the WHO Age Friendly Survey.

Copy Attached Appendix F

10. CCTV Service Provision

Members are asked to consider the presentation from A Mason and J Crandon and the future memorandum of understanding. Members are asked to consider and agree a way forward.

11. Gwent Music

To note invitation to Gwent Music's Charity Music Showcase

Copy Attached Appendix G

12. King Charles III Portrait

Members are asked to consider purchasing a portrait of King George III

Copy Attached Appendix H

13. Caldicot Town Council Building

Members are asked to receive a verbal update on matters relating to the refurbishment of the Caldicot Town Council building, to include consideration of an additional cost for the current inefficient heating system.

Copy Attached Appendix I

14. Review of current contract obligations of CTC of the requirement of Mon CC in relation to the Forward Plan 2023-2027 of the objectives and values therein

Members are asked to receive the proposal from Cllr Woodfield.

Copy Attached Appendix J

15. Finance

i) Members are asked to consider and confirm the attached payment schedule

Copy attached Appendix K

ii) Members are asked to consider a Grant application received by the 50 Years of Caldicot Working Group in relation to a time constraint request from Caldicot Musical Theatre Society

Copy Attached Appendix L

16. 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/2024/00151:** The project proposes updates to the façade of Holman House. The proposal is only related to the external face and associated areas. Holman House, 36-38 Newport Road, Caldicot, NP26 4BQ

- **DM/2024/00163:** New signage and lighting to replace existing as per visual supplied. The Haywain, 34 Sandy Lane, Caldicot NP26 4NE
- **DM/2024/00095:** Single storey wrap around extension. 12 Castle Gardens, Caldicot NP26 4QP
- **DM/2024/00109:** Single-storey rear extension to provide Dining Room, Utility and Shower Room. Enlargement of existing dormers. Alterations to previously converted attached garage including raising the height of the flat roof. Erection of a detached garage within the curtilage. 14 Kestrel Close Caldicot Monmouthshire NP26 5RA

ii) **MCC Approved Planning Applications**

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

- **DM/2023/01739:** Change of use from Class A3 (Café/Restaurant) to a Tanning Salon. 13 Wesley Buildings, Newport Road, Caldicot, NP26 4LY

[FTC Approved – 31.01.24]

- **DM/2023/01768:** Single storey rear extension with a gable pitched roof and velux rooflights, and a single storey side extension to an existing side extension to form a ground floor wc. The application also includes a flat roofed outbuilding to incidental to the host dwelling, it measures 40sqm internally. 9 The Avenue Caldicot Monmouthshire NP26 4AB

[FTC Approved – 16.01.24]

- **DM/2023/01633:** Internal alterations and block up side entrance and provide new front entrance. Caldicot Town Council Offices, Sandy Lane, Caldicot, NP26 4NA

[FTC Approved – 31.01.24]

17. Any new matters relating to the town not included elsewhere on the agenda

Members are invited to raise any matter under this item but noting that no decisions can be made although instructions can be given to the Locum Clerk.

It is also the opportunity to ask for items for a future agenda but noting that if the items require research, then unless a simple answer can be obtained by the Town Clerk by an email or telephone call then the Councillor will be asked to do the research and report it to the Town Clerk for the future agenda item.

18. Date of next meeting

- i) Members are asked to note that the next Full Council meeting of Caldicot Town Council is scheduled to be held on **Wednesday 20th March 2024**.

Members are asked to note the date of future meetings of Caldicot Town Council are as follows:

- Full Council - Wednesday 24th April 2024

- ii) Members are asked to agree a date for the next meeting of the Climate Change Working Group and the Grants Committee.

19. EXCLUSION OF PUBLIC AND PRESS

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.

COMMITTEE IN PRIVATE SESSION

20. Appointment of part-time short-term contract for administrative assistant

The Locum Town Clerk will update members on the discussion held at the Personnel Committee meeting on Wednesday 21st February.