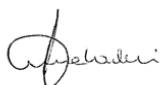


19th April 2024

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, 24th April 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.

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 27th March 2024

Copy Attached Appendix A

- ii) Minutes of Personnel Committee Meeting 4th April 2024

Copy Attached Appendix B

- iii) Notes of 50 Years of Caldicot Working Group 12th April 2024

Copy Attached Appendix C

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 D

8. Finance Training

Members are asked to consider arranging bespoke on-line training for Finance through One Voice Wales at a cost of £362 for one and a half hours for a maximum of 20 attendees.

Several Councillors have spoken to the Locum Town Clerk about their lack of understanding about local council accounts and others would like a refresher.

9. Christmas Lights

Members will recall that there were difficulties in erecting all the Christmas Lights at Christmas last year and allow the Locum Town Clerk to look into this matter and bring a report back to Full council for consideration.

10. S106 Funds

Councillors are no doubt aware that the Council and Councillors have been in touch with Monmouthshire CC about S106 funds raised through building in Caldicot. Members are asked to note and consider the attached information about local funding and how Caldicot Town Council could obtain some of those funds.

Copy Attached Appendix E

11.50 Years of Caldicot

i) School Letter

Members are asked to confirm the 50 Years of Caldicot letter to be sent to schools.

Copy Attached Appendix F

ii) Town Twinning

Members are asked to consider the letter received and agree the way forward.

Copy Attached Appendix G

12. Members Item of Business

i) Cllr R Grumbach – Banner purchase

Copy Attached Appendix H

ii) Cllr M Stevens – The disgraceful state of the Town Council notice board positioned in the centre of our village.

Copy Attached Appendix I

iii) Cllr R Wilsher and Cllr F Rowberry – Request from residents for dog bin facilities in the new housing estate opposite Wentwood View.

Copy Attached Appendix J

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.

14. Finance

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

Copy Attached Appendix K

ii) Members are asked to note the verbal update on the Allotment Support Grant

15. 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/2024/00258:** Change of use from Class A2 (Financial and Professional) to a mixed used comprising Class A1 and A3 uses. 6 Wesley Buildings, Newport Road, Caldicot, NP26 4LY

ii) **MCC Approved Planning Applications**

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

- **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
[FTC Approved – 28.02.24]
- **DM/2024/00163:** New signage and lighting to replace existing as per visual supplied. The Haywain, 34 Sandy Lane, Caldicot NP26 4NE
[FTC Approved – 28.02.24]
- **DM/2024/00095:** Single storey wrap around extension. 12 Castle Gardens, Caldicot NP26 4QP
[FTC Approved – 28.02.24]
- **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
[FTC Approved – 28.02.24]
- **DM/2024/00204:** Dormer loft extension with gabled roof. 9 Wentwood View, Caldicot, NP26 4QG
[FTC Approved – 27.03.24]
- **DM/2024/00263:** To change the use of the building from the existing A3 cafe/shop, to a D1 children's day nursery. Ladybird Craft Centre 62 - 64 Newport Road Caldicot NP26 4BR
[FTC Approved – 27.03.24]

Members are asked to note that the following planning applications have been approved subject to S106:

- **DM/2022/00701:** Erection of single 2 storey, 2 bed dwelling, demolition of existing garage to facilitate parking provision. 22 Shakespeare Close, Caldicot NP26 4LN
[FTC Approved – 29.03.23]

16. 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.

17. Date of next meeting

Members are asked to note that the next meeting will be the Annual Meeting of Caldicot Town Council, scheduled to be held on Wednesday, 22nd May 2024.

18. 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

19. Allotments

i) Allotment Tenancy Agreement

Members will receive a verbal report from Admin regarding the updated Allotment Tenancy Agreement and are asked to confirm the Allotment Tenancy Agreement 2024.

Copy Attached Appendix L

ii) Allotment Inspection Checklist

Members will receive a verbal report from Admin regarding the Allotment Inspection Checklist and are asked to nominate a Councillor to assist Admin in carrying out quarterly inspections of the three allotment sites.

Copy Attached Appendix M