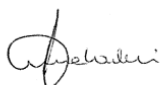


Friday 22nd March 2024

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, 27th March 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 28th February 2024
Copy Attached Appendix A
- ii)** Minutes of Health and Safety Committee Meeting 6th March 2024
Copy Attached Appendix B
- iii)** Notes of Town Council Building Working Group Meeting 6th March 2024
Copy Attached Appendix C
- iv)** Notes of Allotments Committee Meeting 8th March 2024
Copy Attached Appendix D
- v)** Notes of 50 Years of Caldicot Working Group 8th March 2024
Copy Attached Appendix E
- vi)** Minutes of Grants Committee Meeting 15th March 2024
Copy Attached Appendix F
- vii)** Minutes of Personnel Committee Meeting 19th March 2024
Copy Attached Appendix G
- viii)** Minutes of Grants Committee Meeting 20th March 2024
Copy Attached Appendix H

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 I

8. Fly Tipping in West End Ward

Members are asked to receive a verbal report from Cllr R Grumbach on the nuisance being caused to residents from the fly tipping, fires and hazardous waste at Betjeman Avenue.

Members are asked to consider the action that could be taken by Caldicot Town Council to help the residents.

It is understood that Cllr Bond, as a Mon CC Councillor has been liaising with the site owners and may be able to update the Town Council.

Copy Attached Appendix J

9. CCTV Service Provision

Members are asked to consider the renewal cost for the Town Council CCTV Contract.

Copy Attached Appendix K

10. Dog Bins in Caldicot

Members are asked to consider the contract costs for the period 2024/2025 for the collection of dog waste.

Copy Attached Appendix L

11. Temporary Traffic Regulation

Members are asked to note the Temporary Traffic Regulation notice at Pill House Farm, Caldicot, Monmouthshire.

Copy Attached Appendix M

12. IT Service Provision

Members are asked to consider the annual maintenance contract 01.04.2024 – 31.03.2026 from Apex Computer Services.

Copy Attached Appendix N

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. End of Year Accounts

As part of the end of year accounts process Members need to agree the transfer to Earmarked Reserves and Virements between accounts by the 31st March 2024. Members are asked to confirm the attached report and agree the way forward.

Appendix O – To Follow

15. Training for Councillors

It is disappointing that few Councillors have chosen to attend the training arranged for them. To be an effective and efficient Council all Councillors, whether a long-standing Councillor or a new Councillor, training and updates are beneficial to you. Under the Local Government and Elections (Wales) Act 2021 all Councils in Wales should have a training plan, part of which is reporting the training Councillors and Staff have taken through the year by November each year. This plan is published on the website and submitted to government each year.

Due to the low numbers the Code of Conduct and Gifts and Hospitality Training was cancelled, although attendance at some of the others was reasonable some were also low numbers.

Therefore, further sessions will be held as follows:

Code of Conduct and Gifts and Hospitality - Thursday 11th April 10 a.m. and Wednesday 10th April at 5.30 p.m.

Roles and Responsibilities - Thursday 18th April at 10 a.m. and 5.30 p.m. Tuesday 23rd April at 5.30 p.m.

Law and Procedures – Wednesday 1st May at 10 a.m. and 5.30 p.m.

Please look at these dates before the meeting and confirm when you will be able to attend at the meeting.

16. Biodiversity Ecosystem Resilience Plan

Under the Local Government and Elections (Wales) Act 2021 all Councils in Wales should have a Biodiversity Ecosystem Resilience Plan. It appears that Caldicot has elements adopted that are required in this plan which needs to be adopted and have buy in by both Members and staff.

Members are therefore asked to nominate a Working Group (3 meetings maximum) made up of 3 people plus 2 staff to work with the Locum Town Clerk in looking through a proposed plan for presentation to Council for adoption.

17. Complaints Procedure

Members are asked to nominate a Working Party (3 meetings maximum) made up of three Members to update, if considered necessary, the adopted Complaints Procedure of the Town Council.

18. Allotment Tenancy Agreement

The Allotment Tenancy Agreement should be reviewed on an annual basis and therefore Members are asked to set up a Working Group made up of 3 people (3 meetings maximum) to review and update the tenancy agreement.

19. Finance

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

Copy Attached Appendix P

20. Welsh Government Complaints Consultation

Members are asked to note the Welsh Government consultation to revise the NHS Wales complaints procedure.

Copy Attached Appendix Q

21. 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/2024/00204:** Dormer loft extension with gabled roof. 9 Wentwood View, Caldicot, NP26 4QG
- **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
- **DM/2024/00222:** Proposed construction of two storey side extension to extend above existing garage. 17 Stafford Road, Caldicot, NP26 5DE

ii) MCC Approved Planning Applications

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

- **DM/2023/00120:** Planning Permission – Proposed demolition of existing single garage and erection of 1No single storey bungalow within the confines of No 16 Linnet Road, Caldicot NP26 5DJ
[P&R Approved – 14.02.23]
- **DM/2023/01030:** Proposed residential development of 46 affordable dwellings, car parking, landscaping and associated works. Land To The North Of Caldicot School, Situated Off Woodstock Way
[FTC Refused – 09.08.23]

22. 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.

23. 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, 24th April 2024.

24. 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

25. Appointment of Chief Officer and Town Clerk

The Locum Town Clerk will give an update on the appointment of the Chief Officer and Town Clerk to the meeting.

Copy Attached Appendix R