


21st June 2024

Dear Councillors,

You are hereby summoned to attend a **Meeting of Full Council** of Caldicot Town Council in **Caldicot Room Suite 3, Castlegate Business Park** to be held on **Wednesday 26th June 2024** at **6.30 p.m.**

Yours sincerely,



Anne Wilson
Locum Town Clerk to the Council

Members are asked to note that A Mason and J Crandon will address the Town Council at 5:30 p.m. before the formal meeting about CCTV and associated matters

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 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 the Annual Meeting held on Wednesday 22nd May 2024.
Copy attached Appendix A1
- ii) Minutes of the Extraordinary meeting Full Council held on Wednesday 22nd May 2024.
Copy attached Appendix A2
- iii) Minutes of a meeting of the Personnel Committee held on Thursday 23rd May 2024.
Copy attached Appendix B
- iv) Minutes of the S106 Working Group meeting held on Wednesday 29th May 2024.
Copy attached Appendix C
- v) Minutes of Full Council held on Wednesday 29th May 2024.
Copy attached Appendix D
- vi) Minutes of the urgent Extraordinary Full Council held on Tuesday 4th June 2024.
Copy attached Appendix E
- vii) Minutes of the Town Council Building Working Group held on Thursday 6th June 2024.
Appendix F – To follow
- viii) Minutes of an Extraordinary Full Council held on Wednesday 12th June 2024.
Copy attached Appendix G
- ix) Minutes of a meeting of the Finance Committee held on Wednesday 12th June 2024.
Copy attached Appendix H
- x) Minutes of a meeting of the Personnel Committee held on Wednesday 19th June 2024.
Copy attached Appendix I
- xi) Minutes of a meeting of the Grants Committee held on Wednesday 19th June 2024.
Copy attached Appendix J

6. Reports 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 K

8. Finance

i) Payment Schedule

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

Copy attached Appendix L

ii) Internal Audit Report

Members are asked to note and consider the Internal Audit and the recommendations made within.

Copy attached Appendix M

iii) Bespoke Finance Training

Members agreed to having bespoke Finance Training via Zoom arranged through One Voice Wales. The training is booked and has been narrowed down to two dates and Members are asked to confirm which date we would like to make a definite booking for Wednesday 4th September or Thursday 5th September.

E mails sent out about the dates have only been answered by a minority of Councillors.

A decision needs to be made at this meeting and therefore Members are asked to confirm which date they are going to have the training on.

iv) Mind Monmouthshire

Members are asked to consider the attached paperwork regarding the possibility of donating to Mind Monmouthshire.

Copy attached Appendix N

9. Co-option of a Town Councillor

Following the resignation of Cllr. Maria Stevens the vacancy for a Councillor was advertised in the normal way and no election has been called. Members are therefore asked to note that the Co-option process will now be followed. Applications will be invited through advertisement on the website, social media and on the noticeboards with applicants being asked to make a short presentation at the July Full Council meeting before voting by Members.

Applicants will be asked to tell Members a bit about themselves, why they would like to be a Councillor, what they can bring to the Council and how they are involved in the local community.

10. Town Council Matters

i) Official re-opening of the Town Council Offices

Members are asked to note that it is planned that the official re-opening of the Town Council offices when official invites will be circulated as well as the building being open to the public will take place on Thursday 12th September 2024. This event will incorporate the Town Mayor's Civic Day and the presentations from the Best Kept Garden Competition.

ii) Town Council Wildlife and Community Garden

Members of the Town Council Building Working Group and Eco and Climate Working Party are invited to set a date for an initial meeting about the proposals to forward the work in the garden behind the Town Council offices.

iii) S106 Working

Members are invited to set a date for a S106 Working Group meeting to progress the matters discussed at the last meeting.

iv) Round Table Discussions

Members are asked to attend a round table discussion and brainstorming session on Friday 19th July 2024 starting at 1 p.m. It is hoped that all members will attend on this day. Location to be confirmed.

11. 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/2024/00536 14 Willow Close, Caldicot
Demolition of existing porch and side elevation single storey side flat roof extension and erection of new porch and 2 storey side elevation extension to semi-detached house.
- DM/2024/00744 6 Wesley Buildings Newport Road
2 fascia signs, 1 projecting sign, new shop front, sun blinds, 2 extract vents and 2 air conditioning condenser units

ii) MCC Approved Planning Applications

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

- Aluminium Panel with Vinyl graphic - Xylem x 1 sign. Unit 9 Symonds Cliff Way Severn Bridge Industrial Estate Portskewett

- Discharge of condition 5 relating to planning DM/2023/01051. (Surface drainage and foul drainage).37A Longcroft Road Caldicot
- Change of Use from Class A2 (Financial and Professional) to a mixed-use comprising Class A1 and A3 uses. 6 Wesley Buildings Newport Road Caldicot Monmouthshire NP26 4LY

12. KGPF May Inspection

Members are asked to note the inspection report and note that the Locum Town Clerk will arrange for any repairs to be conducted.

Copy attached Appendix O

13. Managing Flood Risk on the Severn Estuary

Members are asked to note the attached document which was raised as part of the Severnside meeting.

Copy attached Appendix P

14. CCTV

Members are asked to discuss the presentation made before the Town Council meeting and agree a way forward on any matters raised if required.

15. Christmas Lights

Members are asked to note that the Locum Town Clerk has arranged to meet with City Illuminations – this is likely to be mid-July to discuss the replacement catenary brackets and their locations. The tender specification provided to City Illuminations by Caldicot Town Council did not provide the locations of the brackets.

From this meeting quotes will need to be obtained to put up the new brackets and have the remainder tested for safety.

The Christmas lights need to be tested by a qualified electrician.

City Illuminations are on their final year of a three-year contract in 2024.

Members are asked to arrange a date for a meeting of the Christmas Lights Working Group during early August.

16. Ahmadiyya Muslim Elders Association

All Town Councillors have been invited to attend the Eid Dinner on Saturday 29th June 2024 at 12.30 p.m. at the Bay-den Scout Hall, Grange Town, Cardiff.

Please consider this invitation and let the staff know if you can attend at the meeting.

17. Victory in Europe

Members are asked to consider creating a Working Group to consider a Victory in Europe Event on Thursday 8th May 2025.

18. Name Badges

The office has received requests that Town Councillors have name badges to wear when they represent the Town Council. It is considered that Town Council staff should also have them.

Members are therefore asked to agree to name badges at a cost of £5.92 + VAT per badge with the logo, name, and position. There is also a one-off cost of £46.50 to set up the colour print.

19. Cil-Y-Coed Community Garden

Members are asked to note the approved National Lottery Heritage Fund Grant.

Copy attached Appendix Q

20. Annual Report

Caldicot Town Council is required to have an Annual Report published each year by the end of June. The report for Caldicot Town Council will initially be available through our website and social media and will be released into the town as hard copies afterwards.

21. 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.

22. Date of Next Meeting

Members are asked to note that the next meeting of Full Town Council is scheduled to be held on Wednesday 31st July 2024.

23. 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

24. Caldicot Cemetery

The Town Mayor will give a verbal report about the Dewstow Cemetery and the use of the new part of the cemetery. Members will be asked to agree the way forward.