

25th July 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 31st July 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.

The Town Mayor will present her cheques from fundraising for the Mayoral year 2023/2024

‘Help the Dogs’ will be addressing the meeting before the formal agenda

Agenda

1. Welcome

The Town Mayor will welcome everyone to the meeting and make any announcements.

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. Co-option of a Town Councillor

Members are asked to co-opt a new Town Councillor. The applicant/s will make a short presentation to the Council about themselves, about why they would like to be a Town Councillor, what they are involved in locally and what they could bring to the Town Council, before voting takes place.

6. 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 Full Council meeting held on Wednesday 26th June 2024
Copy attached Appendix A
- ii) Minutes of the Grants Committee held on Thursday 11th July 2024
Copy attached Appendix B
- iii) Minutes of the Personnel Committee held on Thursday 27th June 2024
Copy attached Appendix C
- iv) Minutes of a meeting of Caldicot 50 held on (In Quorate) Copy attached Appendix D*
- v) Minutes of a meeting of the Allotment Working Group held on Tuesday 23rd July 2024
Copy attached Appendix E
- vi) Minutes of the Personnel Committee held on Thursday 25th July 2024
Copy attached Appendix F

7. 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.

8. Update on Height Barrier Restriction

Members are asked to consider the attached information, receive a verbal report from Cllr. Woodfield and agree a way forward.

Copy attached Appendix G

9. Parklets

The Town Council will receive a verbal update from the Town Mayor on the parklets in the town centre. It has been confirmed that Monmouthshire CC are not willing to repair them but are willing to give them to the Town Council for future use but the costs of bringing them into a safe usable position and the future maintenance would be the responsibility of the Town Council.

Members are asked to consider to the following cost of repair to bring them up to a safe usable standard.

Copy attached Appendix H

10. Report from Gwent Police

Members are asked to receive a report from Gwent Police on matters pertaining to Caldicot. Representatives from the Police will be present at the meeting.

Members are asked to note that Neighbourhood Policing Update July 2024.

Copy attached Appendix I

11. Caldicot Town Council Building

Members are asked to receive a verbal update on matters relating to the refurbishment of Caldicot Town Council building and Community Facility.

Members are asked to note that:

- the cost for the fire fighting equipment is £402.50 + VAT
- Optional intruder alarm with remote monitoring is £320.00 + VAT per annum and one off connection fee of £90.00 + VAT

• Copy attached Appendix J

12. Best Kept Garden Competition

Members are asked to agree the way forward with the annual Best Kept Garden Competition. The Town Mayor will speak to this item.

13. Meetings for Town Councillors

Members are reminded that the following meetings are taken place in August and early September:

- Round Table meeting for Members is taking place on Thursday 8th August 2024 at 1 p.m. in the Town Council offices.
- Finance Training by Zoom – access will be available in the Town Council offices for members – due to be held on Thursday 5th September 2024
- Open Day for Town Council offices

Members are reminded that the official opening of the refurbished offices will take place on Thursday 12th September 2024 and will incorporate the Civic Day and the prize giving for the Best Kept Garden Competition.

14. Finance

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

Copy attached Appendix K

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/2024/00813 85 Heol Sirhowy Caldicot
Garage conversion, sauna outbuilding and landscaping garden design
- DM/2024/00732 Disused Railway Line The Pill Caldicot
Nonmaterial amendment to planning decision DM/22/00726 (Updated details for pavement design)

ii) **MCC Approved Planning Applications**

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

- DM/2024/008282 29 Plover Crescent Caldicot
The existing hedge which is our boundary has grown out of control and we would like to replace it with a superior fence and paint it in a colour to enhance the look of our property. We would like to inform you it is almost impossible to manage
- DM/2024/00536 14 Willow Close Caldicot
Demolition of existing porch and side elevation single storey flat roof extension and erection of new porch and 2 storey side elevation extension to semi-detached house

16. Potential Place Plan

Members are asked to nominate representatives to meet with officers of the Regeneration Team at Monmouthshire to consider putting together a Place Plan for Caldicot. As at the time of writing the agenda they are offering August 6th p.m., 8th a.m., 12th p.m. and 15th a.m.

Copy attached Appendix L

17. Draft Priorities for Culture in Wales 2024 to 2030 GOV.WALES

Members are asked to consider this document and make any comments for forwarding as part of a response from the Town Council via One Voice Wales. It can be viewed online.

Copy attached Appendix M

18. Caldicot Youth Group

Members are asked to note the attached paperwork.

Copy attached Appendix N

19. Monmouthshire CCTV Scheme Minutes

Members are asked to note the attached minutes.

Copy attached Appendix O

20. Litter Picking Hubs and McDonalds

Members are asked to consider the attached paperwork.

Copy attached Appendix P

21. Standing Orders

Members are asked to confirm the attached documentation now it has been gender neutralised.

Copy attached Appendix Q

22. Chepstow Agricultural Society

Members are asked to consider whether they would like to become members of the Chepstow Agricultural Society like other councils in the area according to the Membership Secretary. Membership costs £40 per annum.

Copy attached Appendix R

23. Update on the Edge IT Contract

Members are asked to note that the Edge IT accounts software contract has been renewed for a one-year contract.

24. Cemetery Gates

Members are asked to consider having the gates at the cemetery painted and to allow the Deputy Town Clerk to go on and get them painted after getting competitive tenders.

25. Land at the Cemetery

Members agreed at the last meeting to prioritise the use of the new part of the Cemetery in future however it has now been found out that no plan for the location of plots on the area has yet been put together. Jon, the council contractor is going to carry out this work and then the space can be used.

26. Election of Members onto Outside Bodies

- i) Severnside Committee

Members are asked to elect a Member to be a Town Council representative on the Severnside Committee.

- ii) Monmouthshire / Torfaen Youth Offending Team

Members are asked to elect a Member to be a Town Council representative on the Restorative Justice Board.

27. Health and Safety Meeting

Members are asked to agree a date for a Health and Safety Committee meeting.

28. 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 e-mail 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.

29. Date of next meeting

Members are asked to note that the next Full Council meeting of Caldicot Town Council is scheduled to be held on Wednesday 25th September 2024.

30. 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

31. Staffing Matters

Members are asked to consider the attached report.

Copy attached Appendix S