



7th January 2026

Dear Councillors,

You are hereby summoned to attend a **Meeting of Full Town Council (Planning and Resources)** of Caldicot Town Council in **Caldicot Town Council Building, Sandy Lane** to be held on **Tuesday 13th January 2026 at 18:30 p.m.**

The meeting will be conducted in a Hybrid fashion both at the Council Offices and remotely online through Microsoft Teams. This is carried out in accordance with the Local Government and Elections Act (Wales) 2021. If anyone wishes to access the meeting remotely via Microsoft Teams, they can do so using the following information:

Click [HERE](#) to join the meeting

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Mark Tredwin', is written over a horizontal line.

Mark Tredwin
Town Clerk to the Council

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 Chair 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 and to note the minutes of Committees and Working Groups:

- i) **Minutes of Full Town Council (Planning and Resources) Meeting held on Tuesday 9th December 2025**

6. 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/2025/01579:** Planning Permission The proposal involves an over-roof extension, with the gables raised and finished with a metal fascia, which is the only visual difference. Xylem Water Solutions, Unit 9 Symondsciff Way Severn Bridge Industrial Estate Portskewett Monmouthshire NP26 5PW
- **DM/2025/00056:** Proposed Rear Extension. 20 Churchfield Avenue, Caldicot, NP26 4ND

- ii) **MCC Approved Planning Applications:**

Members are asked to note that the any planning applications that have been approved since the last meeting on the 9th December will be brought to the meeting for their awareness.

7. Budget setting report 2026-2027

Members to be given an update of the budget setting process for the next Financial year, 2026-2027.

8. Town Council Office lighting

Members to consider the replacement of the lighting in the Council Offices with LED lighting.

9. Grounds Maintenance and Cemetery Contract

Members to be made aware of the need for the council to re-tender both contracts.

10. Date of Next Meeting

Members are asked to note that the next meeting of Full Town Council is scheduled to be held on Wednesday 28th January 2026.

11. 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

12. Members may consider items that should be taken into exempt business