Council Offices, Sandy Lane, Caldicot NP26 4NA

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20th September 2018

Dear Councillor

You are summoned to a meeting of Caldicot Town Council to be held at **6.30pm on Wednesday**,

**26th September 2018** at Caldicot Town Council for the purpose of transacting the following business.

*Please note that a meeting will be held at 6.00pm with Mon CC to discuss Fireworks Event 2018*

Yours faithfully

Gail McIntyre

Clerk to the Council

**Please note the use of mobile phones is strictly prohibited during meetings**

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|  **PART A - CALDICOT TOWN COUNCIL** |
| **1****2****3****4****5****6****7****8****9** **10****11****12****13****14****15****16****17****18****19****20** | \*\*  | Apologies **Declarations of Interest – To be identified under the relevant item/Forms to be completed****Open Forum for Public Participation [max 15 mins at Mayor’s Discretion]****To Approve the Minutes [CIRC]:**a) Minutes of Full Town Council 25th July 2018 – Mayor to sign the Minutes b) Minutes of Planning and Resources 14th August 2018 – Mayor to sign the Minutes c) Minutes of Planning and Resources 11th September 2018 – Mayor to sign the Minutes **Planning - Plans may be viewed prior to the meeting at:**[**http://www.monmouthshire.gov.uk/planning/research-planning-history**](http://www.monmouthshire.gov.uk/planning/research-planning-history)**A) Planning Applications Received:****DM/2018/01408:** Erection of two new five bedroomed detached Dwellings – 246 Newport Road, Caldicot, NP26 4AE**B) Planning Information****i) Planning Approvals****DC/2017/01391:** Planning Permission – The Change of use of the first floor from offices (use class B1A) to four flats (use class £) – 4 Wesley Buildings, Newport Road, NP26 4LY**TC Refused FTC 28.2.18****ii) Request for Planning Site Visit****DM/2018/01327:** Householder Second storey front extension, rear single storey extension and side Utility room – 54 Wentwood View, Caldicot, NP26 4QH**[TC requested site visit P&R 11.9.18]*****Mon CC have advised that the ward member would need to request the application either be presented at planning committee or the delegated panel for their comments or a decision. Comments to be provided, as to why this is required.*** **Finance [Circulated unless marked\*]**1. To Approve Cheque List August and September 2018
2. To Approve and accept Annual Return Year Ended 31st March 2018 – Mayor to sign
3. To consider contribution to Mon CC Fireworks Event *(application b/f 11.9.18 –* ***Accounts requested****)*  [CIRC]
4. To Note appreciations for donations:
5. Caldicot Youth Group
6. 2nd Caldicot Scouts
7. Monmouthshire County Citizens Advice Bureau
8. To consider invoices following Mayor’s Civic Reception held Sunday 1st July 2018:
9. Caldicot Male Voice Choir (hire of hall) - £50.00
10. St Mary’s Church Caldicot (payment of organist) - £70.00

**To receive notes of Caldicot United Working Party meetings 8th August and 5th** **September 2018 [Circ]:**1. **To consider recommendations of meetings dated 8th August and 5th September 2018**
2. **Items for consideration KGVPF Trustee Meeting**

**To approve minutes and recommendations of Grants Committee 11th September 2018 [Circ]** **To approve minutes and recommendations of Health and Safety Committee held** **5th September 2018 [Circ]**1. **To consider quotations for new flag poles**
2. **To receive decision of Health and Safety Committee – that Christmas Lighting Contract is awarded to City Illuminations for one year**

*[To Note: Town Council 25.7.18 granted delegated powers to Health & Safety Committee to consider Christmas Lighting contract – 1 year/3 years]***To approve minutes of Personnel Committee 18th September 2018 [Circ] *Confidential minute report – see Item 20***1. To establish an appeals panel (comprising 3 members – not on personnel committee)

**Members Items of Business** 1. Cllr A Easson – Promoting awareness of work of Caldicot Town Council [Circ]
2. Cllr A Easson – Flag for Caldicot Town [Circ]

**To Note Annual Remembrance Parade Sunday 11th November 2018 – leaving Jubilee Way Car Park 10.15am**1. To consider number of marshals required for the event
2. To note Sunset Service 4pm on Sunday, 11th November 2018
3. To consider requirement for additional wreath (presentation by Vice Lord-Lieutenant)
4. To note RBL Flag at Caldicot Cross

To note invitation to presentation evening for the Summer Reading Challenge - **Wednesday 3rd October** at **5.15pm**, at Caldicot Community Hub. ***[Request for Councillors to present prizes]*****To approve draft Caldicot Town Council Annual Report 2017/18 [Circ]****To consider draft Green Flag Management plans, for submission to Award:** 1. Dewstow Cemetery, Caldicot[Circ]
2. King George V Playing Fields, Caldicot[Circ]

**Reports** 1. Reports from Town Council Representatives on Outside Bodies
2. Governor’s reports
3. Police Report
4. To Note Best Kept Garden Competition/Citizens Awards 11th September 2018 [Circ]
5. Other (incl. Website Analytics) [Circ]

i) Deputy Town Clerk – following Well Being Strategy meeting with Mon CC [Circ]**To Receive Clerk’s Report – Correspondence, Publications***[NB: One Voice Wales responds on WG consultations on behalf of Town Councils via a network of volunteer responders: interested councillors contact Clerk]****To Resolve – Exclusion of Press and Public – By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted:*****To consider confidential minute of Personnel Committee 18th September 2018 [Circ]****To re-admit press and public for KGVPF Trustee Meeting**  |
| **PART B – KING GEORGE V PLAYING FIELDS TRUSTEE** |
| **1****2****3****4****5****6****7****8** | **To receive notes and consider recommendations of KGVPF User Committee meeting, 30th August 2018** **To consider recommendation from Caldicot United that ‘Community Picnic’ event is held on King George V Playing Fields, on 13th July 2019 12-5pm,** **to showcase and promote talents and celebrate the community spirit of Caldicot.***(- Grass Routes to be contacted regarding assistance with transport Caldicot Town AFC contacted to ensure no pitch works being undertaken**- Groups and stakeholders to take part in the event - Deputy Clerk to send questionnaire to groups/organisations, to gather expression of interest regarding event (suggested deadline 2 months for response).**- Plan of field to be considered and site meeting to be held regarding set up of event.**- Clarification to be obtained from Fields In Trust regarding permission for event, promotion of businesses/organisations and whether any income or raffles/prize giving**would be permitted. [Caldicot United Working Party meetings 5.8.18 & 5.9.18])***To receive Compound project update re. Welsh Water/Sewage:***‘With regards to the approval of a treatment plant at above compound. As the sewage will not be going into the main sewage, Welsh Water do not want to know. Approval has to be sought from Natural Resource Wales. I have tried to fill out their forms but alas cannot process further.*1. *A percolation test with three test holes has to be done by an Hydrologist.*
2. *The infiltration system has to be designed to BS 6297*
3. *The treatment plant has to be designed to BS 12566*
4. *Payment. When you agree to pay then you are locked into a standing order even though the job may not be started yet.*

*I can forward you the forms so that you can see* *I have gone as far as I can.’****To Resolve – Exclusion of Press and Public – By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted:***To consider reports as follows: [Circ]1. ROSPA Safety Inspection Report – Fitness Equipment
2. ROSPA Safety Inspection Report - Play Area
3. STRI Advisory Report – Bowling Green

To consider specification for groundsman’s contract [re: KGVPF] [Circ]To consider quotation for construction of bases and installation of two recycling bins *(preferred contractor)* To consider quotations for replacement bollards |