

**CALDICOT TOWN COUNCIL**  
**Minutes of Full Council held at 6.30pm**  
**on Wednesday, 30<sup>th</sup> September 2020 at Caldicot Town Council**  
**(meeting held via Starleaf Remote Meetings)**

**Present:**

<b>Cllrs:</b> RJ Higginson, Deputy Mayor	K Harris
J Bond	A Lloyd (remote)
W Conniff	M Mitchell
J Dobson-Pettican (remote)	D Nee (remote)
A Easson (remote)	F Rowberry
R Garrick (remote)	P Stevens (remote)

[In attendance: G McIntyre, Clerk; S King, Deputy Clerk]

In the absence of the Mayor, the Deputy Mayor took the Chair.

**10313 Apologies**

Apologies were received from Cllrs D Ashwin, O Edwards, D Evans, J Harris and M Stevens.

**10314 Declarations of Interest - to be identified under the relevant item/forms to be completed**

Cllrs A Easson, RJ Higginson declared personal interests as members of Mon CC Planning Committee.

Cllr J Dobson-Pettican Cllr J Dobson-Pettican declared a personal interest, as an employee of Caldicot School.

**10315 To suspend proceedings – Mr Colin Phillips, Mon CC (remote)**

**a) Proposal from Mon CC regarding Transforming Towns Funding**

See Appendix A

**10316 To Approve the Minutes:**

a) Minutes of Full Town Council 29<sup>th</sup> July 2020 - Mayor to sign the Minutes

**The minutes of Full Town Council 29<sup>th</sup> July 2020 were approved as a true record and duly signed by the Deputy Mayor.**

b) Minutes of Planning and Resources Committee 8<sup>th</sup> September 2020 - Mayor to sign the Minutes

**The minutes of Planning and Resources Committee 8<sup>th</sup> September 2020 were approved as a true record and duly signed by the Deputy Mayor.**

Following the minutes being approved, the following matter was raised:

- Clarification required from MCC regarding application DM/2019/00646, as to why the decision was made remotely by a delegated panel and disappointment that Caldicot representatives did not have an input to the decision.

## 10317 Planning

Cllrs A Easson, RJ Higginson declared personal interests as members of Mon CC Planning Committee.

### A) Planning Applications Received:

**DM/2019/02076:** Discharge of condition no. 5 of planning consent DM/2019/00595 (management plan) – 62 Chepstow Road, Caldicot, Monmouthshire, NP26 4HZ

*[deferred P&R 8.9.20]*

**TC Noted – application to be reconsulted**

**DM/2020/00230:** Discharge of Condition No. 10 of planning consent DM/2018/00880 (construction environmental management plan) – Land to the East of Church Road

*[deferred P&R 8.9.20]*

**TC Deferred – Invite planning officer to provide further details (P&R 8.9.20 CEMP tree clearance towards SSI)**

**DM/2020/01026:** Householder. Single storey rear extension and first floor side extension – 72 Wentwood View, Caldicot, NP26 4QH

*[deferred P&R 8.9.20]*

**TC Approved**

**DM/2020/01256:** Householder. Proposed single story side/front wrap around extension – 22 Birbeck Road Caldicot Monmouthshire NP26 4DX

**TC Approved**

**DM/2020/01225:** Householder. Hot tub and changing room enclosure. Single storey timber enclosure. 27 Wentwood View, Caldicot, Monmouthshire, NP26 4QG

**TC Refused \***

- \* **overdevelopment and wall overlooking neighbouring property – site visit requested**

**DM/2020/01336:** Householder. Single storey rear extension to provide new kitchen and dining room, and first floor side extension to provide an additional bedroom

– 61 Taff Road, Caldicot, NP26 4PX

**TC Approved**

**DM/2020/01328:** Outline Planning Permission. Construction of 2 semi-detached 2 bedroom houses in the garden of no. 73 Park Road, Caldicot NP26 4EL

**TC Approved**

### B) Mon CC Planning Information:

#### i. Planning Permissions:

**DM/2020/00850:** Householder. Proposed single storey extension and replace single garage with double garage – 108 Longfellow Road, Caldicot, NP26 4LD

**FTC Approved 29.7.20**

**DM/2020/00871:** Householder. Single storey living room extension and parking area – 35 Elan Way, Caldicot, NP26 4PZ

**P&R Approved 8.9.20**

**DM/2020/00764:** Planning Permission. We intend to change the use of the premises to include a bar for sale of alcohol for consumption on site including outdoor seating area, and as a shop for the sale of alcohol for consumption off site- Unit 51B Symondscliff Way

**FTC Approved 29.7.20**

**DM/2020/00804:** Planning Permission. Two storey side extension including a rear dormer. Two front dormers on existing property – 5 Greenfield, Caldicot, NP26 4NB

**TC Approved 29.7.20**

ii. **Temporary traffic regulation notice –**  
3<sup>rd</sup> November 09:30-15:30, B4245 Newport Road

Town Council noted the temporary traffic regulation notice on 3<sup>rd</sup> November 9:30-15:30.

**Town Council agreed that information could be published on social media/website.**

## **10318 Finance**

i. To Approve Cheque list July - September 2020

**Town Council resolved to approve cheque list July - September 2020.**

ii. To consider re-investment with Monmouthshire Building Society – investment matures 7.10.20 (£100,000)

**Town Council resolved to re-invest with Monmouthshire Building Society – Business 90 – Issue 2 – projected maturity value of £101,100.60.**

iii. To Approve 2020-21 National Salary Award from 1.4.20

**Town Council resolved to approve 2020-21 National Salary Award from 1.4.20 – spinal column points circulated.**

iv. To Ratify cost of Starleaf Remote Meeting App (OVW recommend) - £144 pa

**Town Council resolved to ratify cost of Starleaf Remote Meeting App (OVW recommend) - £144pa.**

It was agreed that feedback would be conveyed to Starleaf, as it had not appeared to be fully effective during the meeting and it appeared that the system had not upgraded from the free trial to the annual licence.

v. To Ratify cost of replacement hand sanitiser, Town Centre units - £195 + VAT

**Town Council resolved to ratify cost of replacement hand sanitiser, Town Centre units - £195 + VAT**

vi. To consider Annual Service Contract, Trident Water Solutions £1424 [H&S]

**Town Council resolved to approve the Annual Service Contract, Trident Water Solutions £1424 [H&S].**

vii. To consider proposal from Mon CC – Transforming Towns Funding £4,662

**Town Council resolved to approve the proposal from Mon CC and support Transforming Towns Funding, at a cost of £4,662 (Ref: 10315 above).**

viii. To consider Monmouthshire Summer Activities 2020 – Interim Report [£5,000 in precept]

**Town Council resolved to approve Monmouthshire Summer Activities 2020 – Interim Report, £5,000 in precept.**

ix. To Approve additions to cemetery map (Pear Technology) - £150 + VAT

**Town Council resolved to approve additions to cemetery map (Pear Technology) - £150 +VAT.**

x. To consider cost for two replacement flags TC building - £178.50 [incl postage]

**Town Council resolved to approve cost for two replacement flags for TC building (Union Jack and Welsh Dragon) from Red Dragon Flagmakers - £178.50.**

xi. To consider cost for replacement door closer [*recommended by glazier*] [TC building main entrance]:

- a) Standard door closer - £114.49 + VAT
- b) Superior door closer - £199.99 +VAT

**Town Council resolved to approve option for superior replacement door closer, TC building main entrance from Caldicot Glass & Glazing – £199.99 + VAT**

xii. To note appreciation for donations:

- a) Caldicot Community Working Together (audited accounts received) - £1,500
- b) Crick Care Home - £500
- c) MCC Communities and Partnerships (Yarn Bomb) - £300
- d) West of England MS Therapy Centre - £400

**Town Council noted appreciations for donations as above.**

**10319 To consider Tree Inspection reports [H&S]**

- a) To obtain quotations for works, if appropriate

**Town Council considered tree inspection reports and resolved to agree to obtain quotations for works, as required.**

**10320 To consider date of Estimates Committee**

**Town Council resolved Estimates Committee, Tuesday 10<sup>th</sup> November 2020.**

*Cllr W Conniff left the meeting at 8.10pm*

**10321 To consider draft annual report 2019/20**

**Town Council approved the draft annual report 2019/20.**

**10322 To consider arrangements for Remembrance Sunday 2020 – 11am Caldicot Cross (*open air event, social distancing, restricted numbers, no parade*)**

Town Council welcomed correspondence from the Royal British Legion (RBL), in relation to Remembrance Sunday 2020. The RBL proposed changes to the 2020 commemoration, this was due to the Covid-19 pandemic, restrictions and social distancing rules.

There would not be a parade, numbers would be limited and it was unlikely that an indoor event could be held. It was suggested that the morning Remembrance at 11am was transferred from St Mary's Church to the Cross.

**Town Council resolved to agree proposal for 11am at Caldicot Cross, there would be no 4pm Sunset Service.**

**10323 To consider Christmas Trees 2020**

Town Council noted usual locations of Christmas trees at Caldicot Cross, West End and Oakley Way. It was suggested that as Waitrose would be closed, a tree could be located near the Methodist church.

**Town Council resolved to obtain quotations for 4 x Christmas Trees for 2020.**

**10324 Caldicot Cross Regeneration**

A member updated that the Cross Regeneration had been completed and safety concerns had been raised due to the shared space element of the development.

It was highlighted that signage was required to ensure that drivers were aware of the mixed use with pedestrians and vice versa.

**Town Council agreed to contact MCC to request what measures were in place to ensure that the public are informed of how the shared space should be used.**

Concerns were also raised regarding the number of cyclists in the town centre and that signage was not present to inform of 'no cycling' in the pedestrianised town. It was understood that Mon CC would install bike racks and erect 'no cycling' signs as part of the regeneration project.

**Town Council agreed to contact MCC for update on bike racks and 'no cycling' signage.**

**10325 Closure of Waitrose Store**

The Chairman agreed to take the item with the Members item of business, relating to Closure of Waitrose Store. Town Council agreed to accept members item of business (c), in conjunction with closure of Caldicot Waitrose store.

In presenting the item of business, Cllr M Mitchell highlighted that Caldicot Waitrose store would close in December 2020 and that partners of the store should be recognised. Town Council were informed that Waitrose had supported the community through various initiatives, staff had worked hard and particular recognition was provided for the Covid-19 period.

In addition, members of the public had expressed disappointment in relation to closure of the store. It was recognised that closure of the store would be detriment to the town centre. It was suggested that this could be communicated to the John Lewis partnership. Letters would be discussed with Cllr M Mitchell.

**Town Council agreed to write to Waitrose and Partners, Caldicot to express appreciation for their hard work and to write to John Lewis to express disappointment at store closure.**

**10326 Members Item of Business:**

**a) Cllr D Nee – Request for dog waste bin at Woodstock Way**

In presenting the item of business, Cllr D Nee advised that a member of the public had queried why there were no dog waste bins in the town centre. The resident had not been able to dispose of dog waste from Mill Lane and throughout the town centre. It was requested that a dog waste bin was located along Woodstock way.

It was highlighted that the Town Council provided over 40 dog waste bins in Caldicot, however, dog mess on pavements/walkways still appeared to be an issue.

**Town Council agreed to purchase a dog waste bin, to be located on Woodstock Way, near the energy substation.**

**b) Cllr J Bond – Request for use of Town Council meeting room for School Uniform and clothes exchange/Request for one or more Councillor from each ward to be first contact for social services for volunteering support for vulnerable residents**

Cllr J Bond presented two items of business as follows:

i. Request for use of Town Council meeting room:

Cllr Bond highlighted that the meeting room had recently been used to donate school uniform. It was anticipated that school uniform exchanges would take place again during October half term and onwards, with donations to St David's Hospice.

Permission was requested to use the Town Council meeting room, when it was not in use by others.

**Town Council agreed for use of the meeting room for school uniform exchange.**

Town Council thanked Cllr Bond for involvement in the initiative.

ii. Ward Councillor as volunteer support contact:

Cllr Bond advised that during Covid-19 lockdown, Mon CC had contacted individuals and ward Councillors, who had subsequently contacted area coordinators in order to support vulnerable residents.

Mon CC had conveyed that there was a continued need for assistance and Councillors were invited to volunteer to provide support, when available, to vulnerable individuals.

Town Councillors J Dobson-Pettican, R Garrick, RJ Higginson, D Nee, M Mitchell, agreed to volunteer for support, when available.

Any other interested councillors were invited to contact Cllr Bond directly.

**c) Cllr M Mitchell - a letter of thanks to the Waitrose partners for all their service and community support**

Town Council considered item c) as part of minute 10325.

## 10327 Reports

### **a) Reports from Town Council Representatives on Outside Bodies**

There were no reports from Town Council Representatives on Outside Bodies.

### **b) Governor's reports**

Cllr Nee updated that schools had been busy, following the return in September.

### **c) Police Report**

Town Council received and noted the police report.

### **d) Other**

There were no other reports.

## 10328 To Resolve - Exclusion of Press and Public

Town Council resolved to exclude 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:

## 10329 To consider fee for opening and locking gates KGVPF

Town Council noted that opening and closing times for King George V Playing Field (KGVPF) gates had been agreed. Opening and locking was undertaken by the play area gates contractor, at no fee.

Town Council considered the fee for play area gates and discussed fee options for locking KGVPF main entrance gates.

**Town Council agreed to resolve fee of £150 per quarter (£600pa) for opening and locking of KGVPF main entrance gates.**

## 10330 To consider costs for mobile phones for office staff (x3) [*£22.95 per user per month*]

Town Council agreed the importance of phones for staff.

**Town Council resolved to agree to purchase 3 x mobile phones at £22.95 each per month.**

## 10331 To consider

**(i) Grounds Maintenance Contract ends 30.11.20**

**(ii) Cemetery Maintenance Contract ends 30.11.20**

Town Council considered that Grounds Maintenance and Cemetery Maintenance contracts would end in 2020. Due to the Covid-19 pandemic, it was suggested that the Council could consider current contracts being extended for a period of 3 months.

**Town Council agreed with existing contracts being extended and requested that the Clerk obtain clarification regarding the potential for existing contracts to be extended for a period of 12 months.**

**(iii) Christmas Lighting Contract – installation 2020 [supply 2018-2020]**

Town Council considered that contract was in place for supply of Christmas lighting, via City Illuminations, however, installation was to be renewed for 2020.

**Town Council resolved that, due to the Covid-19 pandemic, the existing contract continued for supply and installation of Christmas Lighting 2020.**

**The meeting ended at 8.45pm**

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Mayor/Deputy Mayor



# Cheque list July – September 2020

Start of year 01/04/20

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
505089	19222	31/07/20	£219.00	£36.50	£182.50	KGVPF Playsafety Ltd	ROSPA annual inspection June 2020
505090	19223	31/07/20	£131.15	£21.86	£109.29	ADMIN Brighter Bills Ltd	Telephone June 2020
505090	19257	04/08/20	-£131.15	-£21.86	-£109.29	ADMIN Brighter Bills Ltd	Telephone June 2020 AMEND RECORD
505090	19258	04/08/20	£131.15	£21.86	£109.29	ADMIN Brighter Bills Ltd	Telephone July
505090		31/07/20	£131.15	£21.86	£109.29		
505091	19224	31/07/20	£20.00	£0.00	£20.00	ADMIN Playworks (Payroll Bureau)	Payslips July 2020
505092	19227	31/07/20	£28.00	£0.00	£28.00	FACS G Harris	Windows July 20
505093	19228	31/07/20	£98.34	£16.39	£81.95	ADMIN Complete Business Solutions Group Ltd	Hand sanitiser and masks
505093	19229	31/07/20	£114.48	£19.08	£95.40	ADMIN Complete Business Solutions Group Ltd	Stationery
505093		31/07/20	£212.82	£35.47	£177.35		
505094	19230	31/07/20	£278.97	£46.49	£232.48	FACS SSE	Christmas lights 2019
505095	19231	31/07/20	£298.02	£0.00	£298.02	FACS Dwr Cymru	Water - toilets
505096	19236	31/07/20	£104.26	£17.38	£86.88	ADMIN Konica Minolta	copying
505096	19237	31/07/20	£31.80	£5.30	£26.50	ADMIN Konica Minolta	copying
505096		31/07/20	£136.06	£22.68	£113.38		
505097	19235	31/07/20	£940.80	£156.80	£784.00	ADMIN Apex Computer Services	laptop, office and set up
505098	19232	31/07/20	£232.46	£0.00	£232.46	FACS Dwr Cymru	Water - allotments
505098	19233	31/07/20	£90.78	£0.00	£90.78	FACS Dwr Cymru	Water - TC building
505098	19234	31/07/20	£45.49	£0.00	£45.49	KGVPF Dwr Cymru	Water - KGVPF
505098		31/07/20	£368.73	£0.00	£368.73		
505099	19278	07/08/20	£300.00	£0.00	£300.00	CWB Mon CC	yarn bomb 505099 (replaced chq 505007)
505100	19269	10/08/20	£72.00	£0.00	£72.00	FACS R Morse	TC building Jjune July
505101	19276	07/08/20	£70.82	£0.00	£70.82	FACS Dwr Cymru	Water - allotments (S/L)
505102	19272	07/08/20	£1,338.00	£223.00	£1,115.00	FACS J Ball	Cemetery contract
505102	19273	07/08/20	£102.00	£17.00	£85.00	FACS J Ball	Cemetery tap and fence repair
505102	19274	07/08/20	£66.00	£11.00	£55.00	FACS J Ball	Cemetery new bench
505102	19275	07/08/20	£450.00	£75.00	£375.00	FACS J Ball	Cemetery new CRS marked spaces and slabs
505102		07/08/20	£1,956.00	£326.00	£1,630.00		
505103	19271	07/08/20	£1,250.74	£208.46	£1,042.28	KGVPF Peter Villars Landscapes	Bowls green maintenance
505104	19270	10/08/20	£819.00	£0.00	£819.00	FACS Merlin Waste	Dog Waste Bins August
Page Sub Total			£7,102.11	£854.26	£6,247.85		
Running Sub Total			£7,102.11	£854.26	£6,247.85		

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
505105	19279	10/08/20	£0.00	£0.00	£0.00	ADMIN	Cancelled
505106	19280	10/08/20	£3,150.00	£525.00	£2,625.00	FACS	Ollywood Ltd
505107	19259	07/08/20	£320.00	£0.00	£320.00	KGVPF	Rob Lewis
505107	19260	07/08/20	£355.00	£0.00	£355.00	KGVPF	Rob Lewis
505107	19261	07/08/20	£400.00	£0.00	£400.00	KGVPF	Rob Lewis
505107	19262	07/08/20	£67.50	£0.00	£67.50	FACS	Rob Lewis
505107	19263	07/08/20	£33.00	£0.00	£33.00	FACS	Rob Lewis
505107	19264	07/08/20	£180.00	£0.00	£180.00	FACS	Rob Lewis
505107	19265	07/08/20	£50.00	£0.00	£50.00	KGVPF	Rob Lewis
505107	19266	07/08/20	£80.00	£0.00	£80.00	KGVPF	Rob Lewis
505107	19267	07/08/20	£195.00	£0.00	£195.00	KGVPF	Rob Lewis
505107	19268	07/08/20	£260.00	£0.00	£260.00	FACS	Rob Lewis
505107		07/08/20	£1,940.50	£0.00	£1,940.50		
505108	19281	14/08/20	£756.00	£126.00	£630.00	KGVPF	STRI
505109	19282	14/08/20	£128.18	£21.36	£106.82	ADMIN	Brighter Bills Ltd
505110	19291	08/09/20	£20.00	£0.00	£20.00	ADMIN	Playworks (Payroll Bureau)
505111	19295	08/09/20	£60.00	£10.00	£50.00	FACS	P&P Pest Control
505112	19293	08/09/20	£655.20	£0.00	£655.20	FACS	Merlin Waste
505113	19294	08/09/20	£64.00	£0.00	£64.00	FACS	R Morse
505114	19292	08/09/20	£1,338.00	£223.00	£1,115.00	FACS	J Ball
505115	19297	09/09/20	£695.00	£0.00	£695.00	FACS	Aztec Alarms & Electrical Services
505116	19298	09/09/20	£54.00	£9.00	£45.00	FACS	Caldicot Glass & Glazing
505116	19299	09/09/20	£66.00	£11.00	£55.00	FACS	Caldicot Glass & Glazing
505116		09/09/20	£120.00	£20.00	£100.00		
505117	19300	09/09/20	£1,250.74	£208.46	£1,042.28	KGVPF	Peter Villars Landscapes
505118	19301	09/09/20	£320.00	£0.00	£320.00	KGVPF	Rob Lewis
505118	19302	09/09/20	£355.00	£0.00	£355.00	KGVPF	Rob Lewis
505118	19303	09/09/20	£400.00	£0.00	£400.00	KGVPF	Rob Lewis
505118	19304	09/09/20	£67.50	£0.00	£67.50	FACS	Rob Lewis
505118	19305	09/09/20	£33.00	£0.00	£33.00	FACS	Rob Lewis
Page Sub Total			£11,353.12	£1,133.82	£10,219.30		
Running Sub Total			£18,455.23	£1,988.08	£16,467.15		

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
505118	19306	09/09/20	£180.00	£0.00	£180.00	FACS Rob Lewis	TC Building contract August 20
505118	19307	09/09/20	£80.00	£0.00	£80.00	FACS Rob Lewis	Cut Jubilee Way August 20
505118	19308	09/09/20	£180.00	£0.00	£180.00	FACS Rob Lewis	Cut Birbeck park August 20
505118	19309	09/09/20	£240.00	£0.00	£240.00	FACS Rob Lewis	Prep and Plant Flowers Caldicot signs August 20
505118		09/09/20	£1,855.50	£0.00	£1,855.50		
505119	19310	21/09/20	£65.00	£0.00	£65.00	KGVPF Fields In Trust	Annual subscription
505120	19311	21/09/20	£129.42	£21.57	£107.85	ADMIN Brighter Bills Ltd	Tels/internet Sept
505121	19312	21/09/20	£13.05	£0.00	£13.05	ADMIN Cllr F Rowberry	Travel exps MCC 5.3.20 Re: Dog fouling mtg
505122	19323	22/09/20	£30.00	£0.00	£30.00	CWB Country Flowers	100th Birthday Bouquet
505123	19324	22/09/20	£234.00	£39.00	£195.00	FACS Ollywood Ltd	5L Hand Gel for sanitizer units
505124	19325	22/09/20	£20.00	£0.00	£20.00	ADMIN Playworks (Payroll Bureau)	Payslips September 20
505125	19326	22/09/20	£68.00	£11.33	£56.67	KGVPF Mon CC	Locks KGVPF entrance gates
505126	19327	22/09/20	£121.20	£20.20	£101.00	KGVPF STRI	Expenses re: Inspection Bowls Green 13.8.20
AS200720	19319		£11,057.75	£0.00	£11,057.75	ADMIN Salaries	Salaries/Tax/NI/Superannuation July 20
AS200820	19320		£9,234.94	£0.00	£9,234.94	ADMIN Salaries	Salaries/Tax/NI/Superannuation August 20
AS200920	19321		£9,444.42	£0.00	£9,444.42	ADMIN Salaries	Salaries/Tax/NI/Superannuation September 20
AU070920	19322		£215.41	£10.23	£205.18	FACS British Gas	Salaries/Tax/NI/Superannuation August 20
Page Sub Total			£31,313.19	£102.33	£31,210.86		
<b>Total</b>			<b>£49,768.42</b>	<b>£2,090.41</b>	<b>£47,678.01</b>		

## **PART B – KING GEORGE V PLAYING FIELDS TRUSTEE**

- 1. To consider Tree Inspection Reports [H&S]**
  - a) To obtain quotations for works, if appropriate

**Town Council considered tree inspection reports and resolved to agree to obtain quotations for works, as required.**

- 2. To consider ROSPA play inspection reports**
  - a) To obtain quotations for KGVPF play area repairs, if appropriate

**Town Council considered ROSPA play inspection reports and resolved to agree to obtain quotations for works, as required.**

- 3. Resolved – 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:***

- 4. To consider quotation for connection of CCTV power at KGVPF**

**Town Council resolved to agree quotation for connection of CCTV power at KGVPF, £1684.76 (incl. VAT) from Western Power Distribution.**

- 5. To consider costs for signage – KGVPF gates opening times**

**Town Council resolved to agree costs for signage – KGVPF gates opening times, from Blitz Media:**

- **1 Qty 400mm x 300mm ‘Park Time’ Sign on Aluminium Composite Material with UV Protective Laminate and Backing Rails = £33.75 + VAT (Suitable for gate and post mount).**
- **1 Qty 400mm x 300mm ‘Park Time’ Sign on Aluminium Composite Material with UV Protective Laminate = £25.75 + VAT (Suitable for wall mount - no special fixings required)**
- **2 Qty 76mm O/D Clips and Fixings for Post Mount = £3.60 + VAT each  
TOTAL = £7.20 + VAT (2 required per sign)**
- **2 Qty 400mm Fish Plates with bolts for Gate Rail Mount = £7.75 + VAT each  
TOTAL = £15.50 + VAT (2 required per sign)**

- 6. To consider quotation for assembly and installation of benches**

Town Council were advised that this had not been received.

**The meeting ended at 8.50pm**

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Mayor/Deputy Mayor

## Mon CC Transforming Towns Funding

Town Council welcomed Colin Phillips – MCC, and were presented with details regarding the ‘Transforming Towns Funding’ proposal.

Points noted as follows:

- Welsh Government announced re-purposed funding for Covid response measures and targeted interventions.
- Roberts Limbrick proposal for Town Centres.
- Caldicot - £4,325 to cover detailed design, specification and branding for the following elements of the design:
  1. Parklet/Pocket park/Outdoor Eating Areas – Lite Bites/Aroma, Fratellis & Baguette shop
  2. Jubilee Way - Green Gateway – GI infrastructure intervention at Jubilee Way Junction
  3. Cross DS + CAB public realm – Including Baguette shop - Planter specification and planting schedule at locations identified on concept to complement existing material palette
- This figure excludes private grant applications where businesses can apply for up to 80% of eligible costs ie table, chairs, umbrellas etc (to a max of £8k)
- The funding covering the design and proposed interventions are also subject to 80% grant funding but only if they are delivered. Design is therefore ‘at risk’ and we would be grateful for the Town Council consideration to share that risk as well share the match costs of implementation of initial proposals on the following basis:
- The works would include consultation with premises affected, design detail, product specification, planting schedule and associated costs. With a view to immediate order of £30k of priority interventions that meet eligibility criteria. The work will also include the opportunity for adoption of new branding within these interventions.
- £30k budget is implementation. Match funding of 20% required.
- Seeking Town Council support of £4,662, of which £1,662 is at risk

Design		
MCC		£1,662.50
Caldicot Town Council		£1,662.50
Caldicot Town Team		£1,000.00
	Sub total	
Implementation		£30,000
MCC @ 10%		£3,000
Caldicot Town Council @ 10%		£3,000

Town Council comments:

- Welcomed proposals, appeared to be beneficial to town and traders.
- Concern regarding the level of rates and rent for shop keepers and retailers closing within the town centre. In response it was noted that rates were set by the valuation office. London and Cambridge set rent. Further discussions required regarding high rates and rent in Caldicot.
- A member asked for an indication regarding expectation of Town Council long term commitment. In response, Council were advised that this is the first stage of targeted intervention and a specific request relating to concept ideas.
- Timescale for implementation would be as quick as possible.
- Welcome further discussions at Caldicot Regeneration Stakeholder Group meeting.

Town Council thanked MCC for presenting proposals.