

CALDICOT TOWN COUNCIL
Minutes of Full Council held at 6.30pm
on Wednesday, 28th October 2020 at Caldicot Town Council
(meeting held remote via Starleaf)

Present: Cllrs:

D Evans	
J Bond	RJ Higginson
W Conniff	A Lloyd
A Easson	M Mitchell
R Garrick	F Rowberry

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

10332 Apologies

Apologies were received from Cllrs D Ashwin, K Harris, J Harris, M Stevens, P Stevens.

10333 Declarations of Interest - to be identified under the relevant item/forms to be completed

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

10334 To Approve the Minutes:

a) Minutes of the Annual Meeting 30th September 2020 - Mayor to sign the Minutes.

The minutes of the Annual Meeting 30th September 2020 were approved as a true record and duly signed by the Mayor.

b) Minutes of Full Town Council 30th September 2020 – Mayor to sign the Minutes.

The minutes of Full Town Council 30th September 2020 were approved as a true record and duly signed by the Deputy Mayor, subject to the following amendments:

Page 2 - Min: 10317 DM/2020/01225 **Delete** 'Refused' **Insert** 'Deferred'

Page 11 - Min: 10318i AU070920 19322 **Delete** 'Salaries/Tax/NI/Superannuation August 20' **Insert** 'Gas/Electricity – July-September 20'

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

- Response required from Mon CC regarding application DM/2019/00646 (FTC query 30.9.2020)

10335 Planning

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

A) Planning Applications Received:

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 FTC 30.9.20]

Deferred *

***Planning officer invited to attend meeting to address concerns regarding conditions of plan not being adhered to.**

DM/2020/01370: Householder. One/two storey rear extension containing dining area and WC at ground floor with bedroom at first floor with introduction of new window opening in the side elevation - 11 The Avenue, Caldicot, NP26 4AB

Approved

DM/2020/01225: Householder. Hot tub and changing room enclosure. Single storey timber enclosure. 27 Wentwood View, Caldicot, Monmouthshire, NP26 4QG
Amendment: Changes have been made to have doors installed on the outbuilding in the rear garden

*[Re-consultation]
(FTC 30.9.2020 Deferred)*

Approved

B) Mon CC Planning Information:

i. Planning Permissions

DM/2019/01255: Outline Planning Permission – The erection of one dwelling house with garden and parking area.

New vehicular access to Woodstock Way (subject to s106) **P&R Approved 10.9.19**

DM/2020/01146: Planning Permission. Change of use from hairdressers salon to residential use, associated with the main dwelling – 1 New Road, Caldicot, NP26 4HG

P&R Approved 8.9.20

DM/2020/01040: Householder. Two storey side extension – 32 Cae Mawr Grove, Caldicot, NP26 4EY

P&R Approved 8.9.20

DM/2020/00836: Householder. Widening of property access – 19 Chepstow Road, Caldicot, NP26 4HY

P&R Approved 8.9.20

DM/2020/01124: Householder. Demolition of existing porch and erection of two storey extension (previous consent DC/2013/00115) – 27 Keats Road, Caldicot

P&R Approved 8.9.20

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

FTC Approved 30.9.20

DM/2020/01147: Householder. Demolish porch and construct porch with WC – 21 Westfield, Caldicot, NP26 4HE

P&R Approved 8.9.20

i. Planning Refusals

DM/2019/01814: Fast track householder. Conservatory to rear of garage and convert garage to form a study space – 18 Heol Sirhowy, Caldicot, NP26 4RD

P&R Refused 10.12.19

10336 Finance

i. To Approve Cheque list October 2020

Town Council resolved to approve cheque list October 2020.

ii. To consider Financial Comparisons 1.4.20-30.9.20

Town Council resolved to approve financial comparisons 1.4.20-30.9.20.

iii. To consider Request for Financial Support – Citizens Advice Bureau (*£13,000 precept*)

Town Council resolved to approve £13,000 financial support for Citizens Advice Bureau (£13,000 precept).

iv. To consider Request from Dewstow School

Town Council received correspondence from Dewstow School, which thanked the Council for allowing pupils to visit the Council offices in December 2019. The school welcomed the opportunity for a similar socially distanced visit for 2020.

During discussion it was suggested that a small Christmas tree could be provided for the school.

Town Council resolved to agree to obtain quotations for a small Christmas tree and that arrangements would be made for a socially distanced visit.

v. To ratify Health and Safety Works to tree at Cemetery

The Chair advised that urgent health and safety works had been required to remedy and make safe Oak Tree, at Dewstow Cemetery, at a cost of £100.

Town Council resolved to ratify cost for health and safety works, to remedy and make safe Oak Tree, at Dewstow Cemetery - £100.

vi. To consider grounds maintenance and cemetery contracts [b/f FTC 30.9.2020]

*[subject to Council passing a resolution to extend a number of existing contracts and naming those contracts because of extenuating circumstances surround the COVID situation – Financial Regs 11aiv: for work to be executed or goods or materials to be supplied which constitute **an extension of an existing contract** by the Council]*

Town Council considered that grounds maintenance and cemetery contracts were due for renewal December 2020. Due to extenuating circumstances surrounding the COVID situation, there was a possibility of existing contracts being extended.

During discussion it was noted that some additional expenditure had been incurred for waste disposal at civic amenity sites.

Town Council agreed that contractors financial matters would be discussed, following exclusion of press and public, in closed meeting.

Town Council resolved to approve an extension of 12 months, for grounds maintenance and cemetery contracts.

vii. Request from Mon CC – grounds maintenance work (details to follow)

It was noted that no further details had been received.

10338 To note date of Estimates Committee, Tuesday 10th November 2020 at 6.00pm

Town Council noted that Estimates Committee would be held at 6.00pm on Tuesday 10th November 2020.

10339 To note Annual Remembrance Service, Caldicot Cross - Sunday 8th November 2020

- a) Town Council to lay wreaths (x3) – Town Council, Morières, Merchant Navy
(previous donation £100)
- b) Arrive for 10.45am start (no parade), maximum attendees 30, social distancing rules to apply
- c) To consider request from RBL to erect flag at Caldicot Cross
(NB. Mon CC permissions/cost)

Town Council were informed that the RBL had withdrawn the request to erect a flag at Caldicot Cross.

Town Council noted that the Annual Remembrance Service would be held Sunday 8th November 2020, Caldicot Cross. It was agreed that, due to restricted attendee numbers, Town Council would be represented by the Mayor, Deputy Mayor and one other Councillor.

10340 To note casual vacancy – Green Lane Ward

Town Council noted the advertised casual vacancy, Green Lane Ward.

10341 To note vacancy on Town Council committees

Town Council noted committee vacancies on, Personnel Committee, Grants Committee, User Sub-Committee KGVPF, Fairtrade Working Group and Caldicot Regeneration Stakeholder group

Town Council resolved to appoint representatives as follows:

Cllr J Bond - User Sub-Committee KGVPF

Cllr R Garrick - Personnel Committee

Cllr F Rowberry - Grants Committee and Caldicot Regeneration Stakeholder group

Town Council noted that there was a vacancy on Caldicot Castle Group and agreed that it would be added to the agenda of the next meeting.

10342 Reports

a) Reports from Town Council Representatives on Outside Bodies

Cllr Bond updated following a meeting of the Stakeholder Regeneration Group and discussions regarding Church Road development.

It was agreed that information was requested from Mon CC regarding Church Road development.

b) Governor's reports

There were no governor reports.

c) Police Report

Police report was circulated by email prior to the meeting. Town Council commended the informative report.

d) Other

There were no other reports.

10343 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:

10344 Grounds maintenance and cemetery contracts

Town Council discussed expenses incurred by contractors, following disposal of waste at civic amenity sites. Receipts had been received and it was suggested that the amount could be added to the monthly invoice.

Town Council agreed to reimburse costs to date, for disposal of waste at a cost of £133.

Town Council agreed to reimburse future additional waste disposal costs, subject to receipt of invoices.

The meeting ended at 7.45pm

Mayor/Deputy Mayor

Cheque list – October 2020

Start of year 01/04/20

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
505127	19330	29/09/20	£1,314.00	£219.00	£1,095.00	FACS J Ball	Cemetery maintenance contract Sept
505127	19331	29/09/20	£24.00	£4.00	£20.00	FACS J Ball	Cut verge o/s cemetery
505127		29/09/20	£1,338.00	£223.00	£1,115.00		
505128	19332	29/09/20	£655.20	£0.00	£655.20	FACS Merlin Waste	Dog waste collection Oct
505129	19333	29/09/20	£871.43	£145.24	£726.19	ADMIN Thomas Fattorini Ltd	Repair to mayoral chain/engraving
505130	19334	29/09/20	£60.00	£10.00	£50.00	FACS P&P Pest Control	Removal wasps nest hedge SL allots 11.9
505131	19335	06/10/20	£1,250.74	£208.46	£1,042.28	KGVPF Peter Villars Landscapes	Bowls green contract Sept
505132	19336	06/10/20	£312.50	£0.00	£312.50	KGVPF R Morse	Playarea gates July-Sept
505132	19337	06/10/20	£28.33	£0.00	£28.33	KGVPF R Morse	KGVPF entrance gates Sept (part)
505132	19338	06/10/20	£40.00	£0.00	£40.00	FACS R Morse	TC Security Attendant
505132		06/10/20	£380.83	£0.00	£380.83		
505133	19339	06/10/20	£312.50	£0.00	£312.50	FACS L Watkins	Cemetery gates attendant July-Sept
505134	19340	06/10/20	£144.00	£24.00	£120.00	ADMIN Pinnaca	Starleaf Remote Meetings annual licence
505135	19342	14/10/20	£320.00	£0.00	£320.00	KGVPF Rob Lewis	Grounds maintenance Sept - KGVPF playarea
505135	19343	14/10/20	£355.00	£0.00	£355.00	KGVPF Rob Lewis	Grounds maintenance Sept - KGVPF fields
505135	19344	14/10/20	£400.00	£0.00	£400.00	KGVPF Rob Lewis	Grounds maintenance Sept - KGVPF
505135	19345	14/10/20	£67.50	£0.00	£67.50	FACS Rob Lewis	Grounds maintenance Sept - Allotments
505135	19346	14/10/20	£33.00	£0.00	£33.00	FACS Rob Lewis	Grounds maintenance Sept - Orchard Close
505135	19347	14/10/20	£180.00	£0.00	£180.00	FACS Rob Lewis	Grounds maintenance Sept - TC Building
505135	19348	14/10/20	£80.00	£0.00	£80.00	FACS Rob Lewis	Cut Jubilee Way
505135	19349	14/10/20	£180.00	£0.00	£180.00	FACS Rob Lewis	Cut Birbeck Park
505135	19350	14/10/20	£80.00	£0.00	£80.00	FACS Rob Lewis	Cut 'White Hart' area
505135		14/10/20	£1,695.50	£0.00	£1,695.50		
505136	19351	14/10/20	£130.78	£21.80	£108.98	ADMIN Brighter Bills Ltd	Tels/internet
505137	19352	14/10/20	£20.00	£0.00	£20.00	ADMIN Playworks (Payroll Bureau)	Payslips Sept
505138	19353	20/10/20	£213.58	£34.52	£179.06	FACS Jo Ashburner	Replacement flags TC Building
AS201020	19360		£9,444.42	£0.00	£9,444.42	ADMIN Salaries	Salaries/Tax/NI/Superannuation October 20
AU201020	19361		£94.26	£4.47	£89.79	FACS British Gas	Gas/Electricity – September/October 20

Page Sub Total £16,611.24 £671.49 £15,939.75
 Running Sub Total £16,611.24 £671.49 £15,939.75

PART B – KING GEORGE V PLAYING FIELDS TRUSTEE

1. Request from ICON Training

Council received correspondence from ICON Training, requesting for a contractor to access the compound area to rebuild fence between 61 Newport Road and playing field compound area.

In considering the request, Town Council recognised that there was a need to ensure that the compound area was safe to access. Council were informed that town centre contractors were using the area for storage of bus shelters.

Town Council agreed that health and safety checks would be undertaken at the compound.

2. Mon CC pre-application advice – MUGA development

Town Council received pre-application advice for MUGA development at KGVPF.

Town Council agreed to forward the advice to the project consultant, for advice and opinion.

The meeting ended at 7.55pm

Mayor/Deputy Mayor