

CALDICOT TOWN COUNCIL
Minutes of Full Council held at 6.30pm
on Wednesday, 27th January 2021 at Caldicot Town Council
(meeting held remote via Starleaf)

| | | | |
|-----------------|---------------|-----------|--------------|
| Present: | Cllrs: | D Evans | K Harris |
| | | J Bond | RJ Higginson |
| | | W Conniff | M Mitchell |
| | | A Easson | F Rowberry |
| | | R Garrick | |

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

10359 Apologies

Apologies were received from Cllrs D Ashwin, J Dobson-Pettican, O Edwards, J Harris, M Stevens, P Stevens.

10360 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.

10361 To Approve the Minutes:

- i. Minutes of Full Town Council 25th November 2020 - Mayor to sign the Minutes.

The minutes of Full Town Council 25th November 2020 were approved as a true record and duly signed by the Mayor.

- ii. Minutes of Planning and Resources 8th December 2020 – Mayor to sign the Minutes.

The minutes of Planning and Resources Committee 8th December 2020 were approved as a true record and duly signed by the Mayor.

- iii. Minutes of Planning and Resources Committee 12th January 2021 – Mayor to sign the Minutes.

The minutes of Planning and Resources Committee 12th January 2021 were approved as a true record and duly signed by the Deputy Mayor, subject to the following amendment:

Page 2, Min: 3 A) DM/2020/01753, last bullet point, *Insert* ‘...within the next week’

10362 Planning

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

A) Planning Applications Received:

DM/2020/01872: Planning Permission. Change of use of retail shop A1 to A3 take-away (hot) food. (resubmission of DM/2019/01648).

- Coblers Pride, 9 Newport Road, Caldicot NP26 4BG

REFUSED*

**already too many take-aways in town centre area*

DM/2020/01753: Planning Permission. Planning Application for external alterations to the Waitrose unit, car park, and public walkway, and new external plant

- Waitrose, Caldicot

[deferred P&R 12.01.2021]

DEFERRED*

**Town Council to request meeting with Planning Officer and developers following no response to previous request for further information regarding access, layout and car park. Street scene/3D drawing of proposals requested.*

DM/2020/00230: Discharge of Condition. Discharge of Condition No. 10 of planning consent DM/2018/00880 (construction environmental management plan)

- Land to the East of Church Road, Caldicot

[deferred P&R 11.11.2020]

DEFERRED*

**Town Council to seek follow-up meeting with Planning Officers and developers due to actions not being completed and no improvement with traffic issues.*

B) Mon CC Planning Information

(includes decided applications whether permitted or refused):

i. Planning Permissions:

DM/2019/02076: Discharge of Condition. Discharge of Condition No. 5 of planning consent DM/2019/00595 (management plan) – [Amendment Reconsultation]

- 62 Chepstow Road, Caldicot NP26 4HZ *[deferred P&R 11.11.2020]*

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

Reconsultation: Amendments to design of proposal

- 61 Taff Road, Caldicot NP26 4PX *[approved FTC 25.11.2020]*

Town Council noted Mon CC planning permissions.

10363 Finance

- i. To Approve Cheque list December 2020/January 2021

Town Council resolved to approved cheque list December 2020/January 2021

- ii. To consider financial comparison 1.4.20-31.12.20

Town Council considered and approved Financial Comparison 1.4.20-31.12.20

- iii. To receive Internal Audit Report 2020-2021 Interim Report

Town Council resolved to approve Internal Audit Report 2020-21 Interim Report.

Council passed on its thanks to office staff and noted that such a good report was due to the high standard of its employees.

iv. To approve Mon CC Monthly Playground Inspections 2021/22 - £581.04

Town Council approved Mon CC monthly playground inspections 2021/2022-£581.04

v. To ratify additional costs relating to water heaters in TC building toilets - £450+VAT
[H&S - plumbing works to modify kitchen supply pipework and remove excess and redundant pipework and new electrical supply to water heaters. Additional water heater under sink in kitchen (P&R 9.1.2019)[Trident report low water temperatures FTC 25.11.20]

Town Council recognised the importance of hot water being available for hand washing, particularly during the pandemic.

Town Council ratified additional costs relating to water heaters - £450 +VAT

10364 To approve Health and Safety Minutes 19th January 2021 and approve recommendations

Town Council approved the minutes and recommendations of Health and Safety Committee held on 19th January 2021.

a) To consider request from tenant (Oakley Way allotment) for polytunnel (3m x 4m x 2m)

Town Council approved the request from tenant at Oakley Way allotments for polytunnel (3m x 4m x 2m)

10365 Members' Items of business

a) Cllr M Mitchell – Ward Benches

In presenting the item of business, Cllr Mitchell proposed that ward 'friendship benches' were placed around Caldicot. Cllr Mitchell suggested that a friendship bench was placed at the corner of Firs Road and Green Lane, members were invited to suggest additional locations for benches (approximately two in each ward).

It was proposed that plaques could be placed on the benches in recognition of the local community response to the Covid-19 pandemic.

It was proposed and duly seconded that Town council could create a community bench project, with an amount from reserves of £12,000.

Town Council agreed a budget of £12,000 from Reserves to fund community benches project.

Members were invited to look around their wards and provide exact locations, to the office. Deputy Clerk to email members, prior to the next meeting.

b) Cllr M Mitchell – Birbeck Road parking

In presenting the item, Cllr Mitchell provided an outline that a resident had requested whether there were plans for the grassed area at Birbeck Road, the area has been used for parking, which has resulted in the surface being broken up.

It was requested that Town Council obtained clarification of the position.

Town Council agreed to write to Mon CC to request further information.

10366 To receive consultation information (available via website links):

- i. The Local Democracy and Boundary Commission for Wales
Review of County Electoral Arrangements for Monmouthshire [Ends 10.3.2021]
<https://ldbc.gov.wales/reviews/12-20/monmouthshire-electoral-review>

Town Council received the Local Democracy and Boundary Commission for Wales Review of County Electoral Arrangements for Monmouthshire consultation information.

- ii. Mon CC - Replacement Local Development Plan 2018-2033 [Ends 1.2.2021]
<https://www.monmouthshire.gov.uk/planning-policy/planning-policy-current-consultations/>

Town Council received the Mon CC Replacement Local Development Plan 2018-2033 consultation information.

- iii. Mon CC - Proposals to increase the number of Primary School places in Caldicot
<https://www.monmouthshire.gov.uk/caldicot-town-consultation/> [Ends 2.3.2021]

Town Council received Mon CC Proposal to increase the number of Primary School places in Caldicot consultation information.

Town Council requested further information regarding, involvement of school admissions forum, adequacy/sufficiency of available spaces and safe travel to school.

- iv. Mon CC – Budget 2021/2022 [Ends 17.2.2021]
<https://www.monmouthshire.gov.uk/budget-2021-2022/>

Town Council received Mon CC Budget 2021/2022 consultation information.

10367 To receive Mon CC proposals:

- i. Covid 19 Recovery

The proposals outlined installation of parklets outside the Baguette Shop, Lite Bites, Weeks, Aroma and Fratellis. Proposals had been devised by Chris Gentle, Roberts Limbrick.

Town Council received and noted Mon CC Covid 19 Recovery proposals.

- ii. Cas Troggy Caldicot – GI Improvement Works

The proposals included plans for the landscape improvements for Cas Troggy, it was expected that works would be completed within the current financial year. Consultation had been restricted, due to the short deadline for competition.

Town Council received and noted proposals for GI Improvement Works at Cas Troggy.

It was noted that there had been limited consultation regarding the proposals.

Town Council agreed to write to Mon CC asking where consultation had taken place and requesting clarification whether a fence would be installed.

10368 Reports

a) Reports from Town Council Representatives on Outside Bodies

- i) Cllr J Bond provided an update on the Stakeholders Group meeting. The following points were noted:
 - Old One Stop Shop to be used as a central hub for PTU
 - Church Road project to start in next 2 weeks
 - Destination space snagging to begin in next two weeks
 - Location of bus stops to be reviewed
 - No decision yet on pedestrian crossing
 - Discussions taking place regarding pigeon nuisance
 - Fridge project to start in Caldicot – volunteers needed
 - Town Council noticeboard to be relocated between bus shelter and bollards
- ii) Cllr M Mitchell advised that Caldicot Foodbank Annual Report was released today. It was noted that David Flint is stepping down.

Town Council to write to David Flint and thank him for all his hard work.

b) Governor's reports

There were no Governor's Reports.

c) Police Report

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

d) Members items for website

No items were put forward for the website.

e) Other

- i) Cllr A Easson advised that the next CAB meeting would be held next week and noted that there had been a change of officers.
- ii) Town Council agreed that Cllr M Mitchell to attend future Youth Service meetings as Deputy to Cllr O Edwards

10369 RESOLVED - 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:

10370 To approve Personnel Committee Minutes and consider recommendations:

- i) Personnel Committee 14th December 2020

Town Council approved the minutes and recommendations of Personnel Committee meeting 14th December 2020.

ii) Personnel Committee 18th December 2020

Town Council approved the minutes and recommendations of Personnel Committee meeting 18th December 2020.

10371 To consider process for contract renewal 2021

Town Council discussed the process for contract renewals for Grounds maintenance, Cemetery maintenance and Christmas Lighting (supply and install). It was suggested that contracts could be extended for a further 12 months, as per the previous year. This was due to the continuation of the Covid pandemic.

Town Council requested that the Deputy Clerk obtain clarification whether contracts could be extended and enquire regarding interest of existing contractors.

10372 To consider quotation for installation of benches at green area (between Longcroft Road and Cae Mawr Road clinic) *[to follow]*

The quotation had not been received at time of meeting.

Town Council resolved that the cost of benches would be incorporated into the community benches project (minute 10365). £12,000 allocated from reserves.

Town Council requested quotations for the community benches project.

The meeting ended at 8.45pm

Mayor/Deputy Mayor

Cheque list

November/December 2020 – January 2021

| Cheque number | Tn. no | Paid date | Gross | Vat | Net Cttee | Supplier | Details |
|-------------------|--------|-----------|------------|-----------|------------|---|---|
| 505156 | 19396 | 17/11/20 | £12,607.50 | £2,101.25 | £10,506.25 | FACS Mon CC | Annual contrib to street cleaning 2/4 |
| 505157 | 19397 | 30/11/20 | £20.00 | £0.00 | £20.00 | ADMIN Playworks (Payroll Bureau) | Payslips Nov 2020 |
| 505158 | 19399 | 11/12/20 | £0.00 | £0.00 | £0.00 | ADMIN Cancelled | Cancelled 505158 |
| 505159 | 19398 | 30/11/20 | £655.20 | £0.00 | £655.20 | FACS Merlin Waste | Dog waste collection Dec |
| 505160 | 19400 | 30/11/20 | £108.00 | £0.00 | £108.00 | ADMIN Post Office Ltd | Postage |
| 505161 | 19403 | 30/11/20 | £28.00 | £0.00 | £28.00 | FACS G Harris | Windows Nov 20 |
| 505162 | 19404 | 30/11/20 | £1,314.00 | £219.00 | £1,095.00 | FACS J Ball | Cemetery maintenance contract Nov |
| 505163 | 19405 | 30/11/20 | £1,250.74 | £208.46 | £1,042.28 | KGVPF Peter Villars Landscapes | Bowls green contract Nov |
| 505163 | 19477 | | -£1,250.74 | -£208.46 | -£1,042.28 | KGVPF Peter Villars Landscapes | Grounds maintenance cancelled cheque 505163 |
| 505163 | | 30/11/20 | £0.00 | £0.00 | £0.00 | | |
| 505164 | 19406 | 30/11/20 | £48.00 | £0.00 | £48.00 | FACS R Morse | TC Building attend Nov |
| 505165 | 19413 | 11/12/20 | £1,684.76 | £280.79 | £1,403.97 | KGVPF Western Power Distribution | CCTV power connection |
| 505166 | 19427 | 22/12/20 | £80.00 | £0.00 | £80.00 | FACS Rob Lewis | Ground maint Nov -Jubilee Way Prune |
| 505166 | 19428 | 22/12/20 | £67.50 | £0.00 | £67.50 | FACS Rob Lewis | Ground maint Nov -allotments |
| 505166 | 19429 | 22/12/20 | £180.00 | £0.00 | £180.00 | FACS Rob Lewis | Ground maint Nov -TC Building |
| 505166 | 19430 | 22/12/20 | £320.00 | £0.00 | £320.00 | KGVPF Rob Lewis | Ground maint Nov -KGVPF play area |
| 505166 | 19431 | 22/12/20 | £355.00 | £0.00 | £355.00 | KGVPF Rob Lewis | Ground maint Nov -KGVPF field |
| 505166 | 19432 | 22/12/20 | £400.00 | £0.00 | £400.00 | KGVPF Rob Lewis | Ground maint Nov -KGVPF |
| 505166 | 19433 | 22/12/20 | £33.00 | £0.00 | £33.00 | FACS Rob Lewis | Ground maint Nov -Orchard Close |
| 505166 | | 22/12/20 | £1,435.50 | £0.00 | £1,435.50 | | |
| 505167 | 19415 | 23/12/20 | £1,000.00 | £0.00 | £1,000.00 | CWB Mon CC | Christmas appeal donation |
| 505168 | 19416 | 11/12/20 | £20.00 | £0.00 | £20.00 | ADMIN Playworks (Payroll Bureau) | payslips dec 2020 |
| 505169 | 19417 | 11/12/20 | £212.88 | £35.48 | £177.40 | ADMIN Brighter Bills Ltd | telephone nov 2020 |
| 505170 | 19418 | 11/12/20 | £3,345.60 | £0.00 | £3,345.60 | FACS Mon CC | CCTV July-Sept 20 |
| 505171 | 19420 | 22/12/20 | -£59.99 | -£10.00 | -£49.99 | ADMIN Complete Business Solutions Group Ltd | Returned safe |
| 505171 | 19421 | 22/12/20 | £83.16 | £13.86 | £69.30 | ADMIN Complete Business Solutions Group Ltd | Stationery |
| 505171 | 19422 | 22/12/20 | £17.32 | £2.89 | £14.43 | ADMIN Complete Business Solutions Group Ltd | Stationery |
| 505171 | | 22/12/20 | £40.49 | £6.75 | £33.74 | | |
| 505172 | 19440 | 22/12/20 | £40.00 | £0.00 | £40.00 | ADMIN Information Commissioner | ICO Annual registration renewal 2021 |
| 505173 | 19444 | 23/12/20 | £0.00 | £0.00 | £0.00 | ADMIN Cancelled | cancelled |
| Page Sub Total | | | £22,559.93 | £2,643.27 | £19,916.66 | | |
| Running Sub Total | | | £22,559.93 | £2,643.27 | £19,916.66 | | |

Cheque list

| Cheque number | Tn. no | Paid date | Gross | Vat | Net Cttee | Supplier | Details |
|--|--------|-----------|------------|-----------|------------|--|---|
| 505174 | 19445 | | £150.00 | £0.00 | £150.00 | KGVPF R Morse | KGVPF gates Oct to end Dec 2020 |
| 505174 | 19446 | | £64.00 | £0.00 | £64.00 | FACS R Morse | TC Security December 2020 |
| 505174 | 19447 | | £55.64 | £0.00 | £55.64 | FACS R Morse | Cleaning cover 14-18.12.20 |
| 505174 | 19448 | | £312.50 | £0.00 | £312.50 | KGVPF R Morse | Play area gates Oct - end Dec 2020 |
| 505174 | | | £582.14 | £0.00 | £582.14 | | |
| 505175 | 19449 | | £655.20 | £0.00 | £655.20 | FACS Merlin Waste | Dog bin waste collection |
| 505176 | 19450 | | £1,250.74 | £208.46 | £1,042.28 | KGVPF Peter Villars Landscapes | Grounds maint |
| 505177 | 19451 | | £15.00 | £0.00 | £15.00 | FACS Mon CC | Annual rent OW allotments |
| 505178 | 19095 | | £261.75 | £0.00 | £261.75 | ADMIN Audit Commission | Audit 2019/20 |
| 505179 | 19452 | | £239.99 | £40.00 | £199.99 | FACS Caldicot Glass & Glazing | new door closer TC Building |
| 505180 | 19453 | | £95.00 | £0.00 | £95.00 | KGVPF Aztec Alarms & Electrical Services | call out to compound fire alarm |
| 505181 | 19457 | | £312.50 | £0.00 | £312.50 | FACS L Watkins | Cemtery gates Oct - end Dec 2020 |
| 505182 | 19458 | | £262.00 | £0.00 | £262.00 | ADMIN SLCC | Membership renewal S King |
| 505183 | 19469 | | £67.50 | £0.00 | £67.50 | FACS Rob Lewis | Grounds Maint Dec - Allotments |
| 505183 | 19470 | | £180.00 | £0.00 | £180.00 | FACS Rob Lewis | Grounds Maint Dec -TC Building |
| 505183 | 19471 | | £320.00 | £0.00 | £320.00 | KGVPF Rob Lewis | Grounds Maint Dec -KGVPF play area |
| 505183 | 19472 | | £355.00 | £0.00 | £355.00 | KGVPF Rob Lewis | Grounds Maint Dec -KGVPF field |
| 505183 | 19473 | | £400.00 | £0.00 | £400.00 | KGVPF Rob Lewis | Grounds Maint Dec -KGVPF |
| 505183 | 19474 | | £33.00 | £0.00 | £33.00 | FACS Rob Lewis | Grounds Maint Dec - orchard close |
| 505183 | 19475 | | £20.00 | £0.00 | £20.00 | FACS Rob Lewis | Grounds Maint Dec - winter gritting |
| 505183 | | | £1,375.50 | £0.00 | £1,375.50 | | |
| 505184 | 19476 | | £1,250.74 | £208.46 | £1,042.28 | KGVPF Peter Villars Landscapes | Grounds maintenance (replaced cheque 505163) |
| AS200121 | 19468 | | £9,712.50 | £0.00 | £9,712.50 | ADMIN Salaries | Salaries/Tax/NI January 21 |
| AS20112020 | 19465 | | £11,602.59 | £0.00 | £11,602.59 | ADMIN Salaries | Salaries/Tax/NI November 20 |
| AS201220 | 19466 | | £9,712.50 | £0.00 | £9,712.50 | ADMIN Salaries | Salaries/Tax/NI December 20 |
| AS201220a | 19467 | | £472.58 | £22.46 | £450.12 | FACS British Gas | Gas/Electricity - November/December 2020 |
| Total | | | £60,360.66 | £3,122.65 | £57,238.01 | | |
| Bank Transfer payments [EstCttee101120] | | | | | | | |
| 05.01.21 | | | £1330.87 | £219.00 | £1111.87 | J Ball | Cemetery Maintenance Contract December 2020 |
| 14.01.21 | | | £2268.00 | £378.00 | £1890.00 | J Reece | Christmas Trees/Cutting of copse and compound hedge |

PART B – KING GEORGE V PLAYING FIELDS TRUSTEE

1 Resolved - 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:

2 To consider correspondence from consultant and terms of engagement – compound project

Town Council considered correspondence from Consultant and terms of engagement relating to the compound project. It was noted that a site meeting was held regarding CCTV and this would be installed in March. Council agreed to confirm that it is happy to go ahead with the project and to sign the terms of engagement document. Consultant to be invited to a meeting to discuss the way forward.

Town Council resolved to confirm progress with project and agree to sign terms of engagement document. Meeting to be arranged to discuss progress.

3 To consider quotation for installation of benches at King George V Playing Field

Town Council resolved to accept quotation for installation of benches at King George V Playing Field - £950 (preferred contractor).