

**CALDICOT TOWN COUNCIL**  
**Minutes of Full Council held at 6.30pm**  
**on Wednesday, 24<sup>th</sup> February 2021 at Caldicot Town Council**  
**(meeting held remote via Starleaf)**

**Present:**      **Cllrs:**            D Evans                            K Harris  
   J Bond                                M Mitchell  
   W Conniff                            F Rowberry  
   J Dobson-Pettican                M Stevens  
   R Garrick                            P Stevens  
   J Harris

[In attendance: S King, Deputy Clerk; B Hodges; PS D Waite, Police Representative]

**10373 Apologies**

Apologies were received from Cllrs A Easson, O Edwards, RJ Higginson.

**10374 Declarations of Interest - to be identified under the relevant item/forms to be completed**

Cllr D Evans declared personal interests as a member of Mon CC Planning Committee.

**10375 To Approve the Minutes:**

- i. Minutes of Full Town Council 27<sup>th</sup> January 2021 - Mayor to sign the Minutes.

**The minutes of Full Town Council 27<sup>th</sup> January 2021 were approved as a true record and duly signed by the Mayor.**

Town Council requested the introduction of an action sheet with the minutes.

**10376 Planning**

Cllr D Evans declared personal interest as a member 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

**TC to nominate for MCC Planning Committee**

**Town Council nominated Cllr M Stevens as the representative to attend MCC Planning Committee to speak on application DM/2020/01872.**

**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]*

**(Reconsultation - 6 disabled parking bays with access strips down each side)**

(meeting with developers 18.2.2021)

Town Council received the notes of meeting with developers held on 18.2.2021.

**APPROVED**

## 10377 Finance

- i. To Approve Cheque list February 2021

**Town Council resolved to approve cheque list February 2021**

- ii. Independent Remuneration Panel Wales (IRPW)
  - a) Review of the Remuneration Framework for Community and Town Councils

Town Council considered the information relating to the Review of the Remuneration Framework for Community and Town Councils. Town Council expressed an interest to participate in the process.

**Deputy Clerk to advise IRPW of Town Council interest to participate in the process, for review of Remuneration Framework for Community and Town Councils.**

- iii. To note Town Council utilities renewed for one year, February 2021

**Town Council noted utilities renewed for one year, February 2021**

## 10378 To approve Grants Committee Minutes 9<sup>th</sup> February 2021 and consider recommendations

Town Council considered recommendations of the Grants Committee.

Town Council were informed that Caldicot Castle Junior Football Club had confirmed that funding to modernise the clubhouse was no longer required.

**Town Council approved Grants Committee Minutes 9<sup>th</sup> February 2021.**

**Town Council approved recommendations as follows:**

- **Caldicot Musical Theatre Society - £2,700**  
*Spending Power – Spending Power – Local Government Act 1972 s145*
- **Caldicot Castle AFC - £882**  
*Spending Power – Spending Power – Local Government Act 2000, s.2 (s137)*
- **Wales Air Ambulance - £2,000**  
*Spending Power – Spending Power – Local Government Act 2000, s.2 (s137)*

Town Council highlighted that the Wales Air Ambulance had been significantly beneficial, in relation to attending patients in Caldicot.

It was suggested that appreciations for receipt of grants should be put on Town Council website and Facebook.

## 10379 To note Town Council vacancies on committees and outside bodies:

To appoint one representative to:

- i) **Health and Safety Committee**

**Town Council resolved to appoint Cllr K Harris to Health and Safety Committee.**

A member raised concerns that the public toilets at Jubilee Way remained closed. Mon CC had advised that the toilets were closed due to Health and Safety (Covid pandemic). Town Council discussed benefits of reopening the toilets, particularly in relation to access for walkers and people in the town.

It was suggested that a meeting was held with Mon CC officers, with a view to re-opening the toilets.

**Town Council agreed to request a meeting with Mon CC, with a view to re-opening Jubilee Way toilets.**

**ii) Personnel Committee**

**Town Council resolved to appoint Cllr J Bond to Personnel Committee.**

**iii) Grants Committee**

**Town Council resolved to appoint Cllr K Harris to Grants Committee.**

**iv) Compound Working Group**

**Town Council resolved to appoint Cllr M Stevens to the Compound Working Group.**

**v) User Sub-Committee KGVPF**

**Town Council resolved to appoint Cllr K Harris to the User Sub-Committee KGVPF.**

**vi) Caldicot Youth Group**

**Town Council resolved to appoint Cllr M Mitchell to Caldicot Youth Group.**

Cllr J Bond was appointed deputy representative on Caldicot Youth Group

**vii) Fairtrade**

To be considered at Annual Meeting.

**10380 Members' Items of business**

**a) Cllr A Easson – Installation of pedestrian crossing (near Gray Hill Surgery)**

This item was withdrawn

**b) Cllr A Easson – Redundant Bus Shelters**

This item was withdrawn

**c) Cllr A Easson – Cross Regeneration works**

This item was withdrawn

**d) Cllr A Easson – Bus timetables**

This item was withdrawn

#### **e) Cllr A Easson – Caldicot Town Centre**

This item was withdrawn

#### **f) Cllr J Bond – Litter Bins**

In presenting the item, Cllr Bond highlighted that there were problems with levels of litter and the effects. It was noted that some litter bins had been removed and Mon CC were awaiting replacements.

In order to raise awareness of the problems, it was suggested that Town Council work with local schools and residents to organise litter collections and a poster competition.

Town Council recognised that schools and governing bodies were pre-occupied and focused on maintaining safe return to school through the Covid pandemic.

It was suggested that Cllrs Bond and M Stevens discussed an appropriate way forward, in relation to raising awareness.

Town Council discussed the need for increased cleaning in the town centre. Further information was requested regarding a deep clean of the town, in addition to a schedule of works for the month. This information was requested to support the Town Council contribution to street cleaning.

#### **g) Cllr J Bond – Caldicot Branding and Regeneration Proposals**

In presenting the item, Cllr Bond referred to the Caldicot Regeneration proposals, circulated to Town Council.

Town Council discussed the regeneration proposals and concerns were raised regarding development of Jubilee Way. Town Council agreed to arrange a meeting with Mon CC to discuss regeneration plans, prior to public consultation.

Town Council noted that Cllrs J Bond and F Rowberry were Town Council appointed representatives on the Regeneration Stakeholder meetings.

#### **h) Cllr J Bond – Caldicot Community Fridge**

Cllr Bond provided an update on progress of the Caldicot Community Fridge and Library of Things. It was noted that there was an opportunity for volunteers to support the project. Further updates would be provided as the project developed.

### **10381 Reports**

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

##### **i) Caldicot Regeneration Stakeholder Group [presentations – circ]**

Town Council were presented with presentations following Caldicot Regeneration Stakeholder group meeting. Cllr J Bond provided an update, as discussed item 10380 g).

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

There were no Governor's Reports.

### **c) Police Report**

Town Council welcomed Sgt D Waite to provide the Police Report.

Points noted as follows:

- Notable arrests for November/December 2020
- Dwelling and outbuilding break-ins – residents asked to be vigilant/report issues
- “We Don’t Buy Crime” initiative launched – survey posted online
- Several warrants took place during Jan/Feb with arrests and fixed penalties issued
- Covid breaches still being reported. Covid car operating in Monmouthshire
- Crime-related incidents including burglary, break-ins, thefts and a stabbing incident
- Anti-social behaviour calls are mainly Covid related visits or parties, with a few other incidents around the town centre and castle areas
- “Your Voice” surveys circulated so residents can vote on what matters to them

Town Council thanked Sgt Waite for attending the meeting and providing the informative report.

### **d) Members items for website**

Items for website and Facebook noted during the meeting.

### **e) Other**

There were no other reports.

**The meeting ended at 7.40pm**

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Mayor/Deputy Mayor

# Cheque list

February 2021

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
505185	19482	27/01/21	£17,520.00	£2,920.00	£14,600.00	FACS City Illuminations	Christmas Lights - supply and install 2020
505186	19483	27/01/21	£12,607.50	£2,101.25	£10,506.25	FACS Mon CC	Annual contrib to street cleaning 2/4
505187	19484	27/01/21	£3,345.60	£0.00	£3,345.60	FACS Mon CC	CCTV Jan - March 2021
505188	19485	27/01/21	£20.00	£0.00	£20.00	ADMIN Playworks (Payroll Bureau)	Payslips January 2021
505189	19486	27/01/21	£655.20	£0.00	£655.20	FACS Merlin Waste	Dog Waste bin collection
505190	19487	27/01/21	£29.26	£4.88	£24.38	ADMIN Konica Minolta	Photocopying/printing
505190	19488	27/01/21	£104.26	£17.38	£86.88	ADMIN Konica Minolta	Photocopying/printing
505190		27/01/21	£133.52	£22.26	£111.26		
505191	19489	27/01/21	£201.00	£0.00	£201.00	ADMIN Post Office Ltd	Stamps/postage
505192	19496		£84.80	£0.00	£84.80	FACS Dwr Cymru	Water TC Building
505192	19497		£15.10	£0.00	£15.10	KGVPF Dwr Cymru	Water KGVPF
505192	19498		£152.07	£0.00	£152.07	FACS Dwr Cymru	Water Allotments
505192	19499		£436.82	£0.00	£436.82	FACS Dwr Cymru	Water Public Toilets
505192			£688.79	£0.00	£688.79		
505193	19500		£146.10	£24.35	£121.75	FACS DJB Cleaning Supplies Lte	Cleaning supplies
505194	19501		£71.20	£11.86	£59.34	KGVPF Trident Water	Annual contract water monitoring - Bowls Club
505194	19502		£71.20	£11.86	£59.34	FACS Trident Water	Annual contract water monitoring - public toilets
505194	19503		£71.20	£11.87	£59.33	FACS Trident Water	Annual contract water monitoring - cemetery
505194	19504		£71.20	£11.87	£59.33	FACS Trident Water	Annual contract water monitoring - tenant
505194	19505		£71.20	£11.87	£59.33	FACS Trident Water	Annual contract water monitoring - allotments
505194	19506		£71.20	£11.87	£59.33	FACS Trident Water	Annual contract water monitoring - allotments
505194			£427.20	£71.20	£356.00		
505195	19508		£1,932.00	£322.00	£1,610.00	FACS A Cochrane Ltd	Installation of water heaters
505196	19509		£360.19	£60.03	£300.16	ADMIN Brighter Bills Ltd	Telephone/internet
505197	19510		£24.00	£0.00	£24.00	FACS R Morse	TC security
505198	19512		£20.00	£0.00	£20.00	ADMIN Playworks (Payroll Bureau)	Payslips February 2021
505199	19513		£51.23	£8.54	£42.69	ADMIN Complete Business Solutions Group Ltd	Stationery supplies
505199	19514		£25.57	£4.26	£21.31	ADMIN Complete Business Solutions Group Ltd	Stationery supplies
505199			£76.80	£12.80	£64.00		
505200	19515		£271.87	£0.00	£271.87	FACS Dwr Cymru	Allotments water
Page Sub Total			£38,429.77	£5,533.89	£32,895.88		
Running Sub Total			£38,429.77	£5,533.89	£32,895.88		

17/02/21 03:22 PM Vs: 8.53.04

*Caldicot Town Council*

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# Cheque list

Start of year 01/04/20

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
505201	19516		£35.00	£0.00	£35.00	CWB Country Flowers	Floral bouquet
AS200221	19507		£9,712.50	£0.00	£9,712.50	ADMIN Salaries	Salaries/Tax/NI Feb 2021
AS200221a	19511		£332.54	£15.79	£316.75	FACS British Gas	Utilities Gas & Electricity - January/February 2021
Total			£48,509.81	£5,549.68	£42,960.13		
<b>Bank Transfer payments [EstCttee101120]</b>							
04.02.21			£1314.00	£219.00	£1095.00	J Ball	Cemetery Maintenance Contract January 2021
04.02.21			£1250.74	£208.46	£1042.28	P Villars	Bowls green maintenance January 2021
11.02.21			£1395.50	£0.00	£1395.50	R Lewis	Grounds maintenance contract January 2021

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

### **1 Notes of Compound Working Group meeting, 17<sup>th</sup> February 2021**

Town Council received and approved the notes of Compound Working Committee, held on 17<sup>th</sup> February 2021.