

CALDICOT TOWN COUNCIL
Minutes of Full Council held at 6.30pm
on Wednesday, 31st March 2021 at Caldicot Town Council
(meeting held remote via Starleaf)

Present:	Cllrs:	D Evans	RJ Higginson
		J Bond	A Lloyd
		W Conniff	M Mitchell
		A Easson	F Rowberry
		J Harris	M Stevens
		K Harris	C Watkins

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

10382 Apologies

Apologies were received from Cllrs O Edwards, R Garrick, P Stevens and R Hoggins, Mon CC.

The Mayor welcomed Cllr C Watkins to his first meeting. Cllr Watkins had recently been elected in Green Lane Ward.

10383 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.

Cllrs D Evans and K Harris declared personal interests as members of Caldicot Events Committee.

Cllr J Bond declared a personal interest as the member of a group applying for a grant.

Cllr M Stevens declared personal and prejudicial interest as a relation of an employee (Personnel Minutes).

Cllr K Harris declared a personal interest as a member of Caldicot Bowls Club.

10384 To suspend proceedings

a) Mon CC – Town Centre briefing (regeneration proposals, notice board, planters)

Mon CC officer was unable to attend and sent apologies.

Town Council agreed that the issues raised relating to the town centre should be put to the Regeneration Stakeholders Group for consideration.

10385 To Approve the Minutes:

- i. Minutes of Full Town Council 24th February 2021 - Mayor to sign the Minutes.

The minutes of Full Town Council 24th February 2021 were approved as a true record and duly signed by the Mayor.

ii. Minutes of Planning and Resources 9th March 2021 - Mayor to sign the Minutes.

The minutes of Planning and Resources Committee 9th March 2021 were approved as a true record and duly signed by the Mayor.

10386 Planning

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

A) Planning Applications Received:

DM/2021/00334: Householder. Demolish rear flat roof extension. New two storey extension to front of garage. Single storey extension to side of house.

- 56 Wentwood View, Caldicot NP26 4QH **APPROVED**

DM/2021/00338: Householder. Erection of a single-storey rear extension.

- 32 Longcroft Road, Caldicot NP26 4EU **APPROVED**

DM/2021/00374: Planning Permission. Remove existing shop front and replace with new traditional shop front with associate signage. Form new flat on first floor with direct access to the pavement on Chepstow Road.

- The Curry Mahal, 10 Chepstow Road, Caldicot NP26 4HY **DEFERRED***

*** Reason for deferral:**

Contact Mon CC Planning Department to ascertain if Listed Building consent is required.

DM/2021/00391: Householder. Proposed two storey side extension and first floor front extension.

- 2 Margretts Way, Caldicot NP26 4NL **DEFERRED***

*** Reasons for deferral:**

Contact local Member to arrange site meeting for following reasons:-

- *Privacy issues with neighbouring properties*
- *Overdevelopment and not in keeping with local area and street scene*
- *Highway visibility issues caused by size of development, causing hazard to drivers*

DM/2021/00427: Planning Permission. Proposed extension of existing car park to provide an additional 10 no. spaces (18 no. in total) with associated means of enclosure, landscaping, appropriate lighting, drainage, signage and pedestrian linkages to immediate footpath network. Proposal will maintain access to and from the community allotment/garden and single dwelling house that sits outside of the application area

- Site within Caldicot Castle & Country Park, off Church Road, Caldicot NP26 4HU **APPROVED**

DM/2021/00176: Householder. Two storey side extension.

- 28 Station Road, Caldicot NP26 4BU **APPROVED**

DM/2021/00353: Advertisement Consent. Replace existing signs, with new double-sided swing sign over new fascia sign on new shopfront

- Massala Cottage, 10 Chepstow Road, Caldicot NP26 4HY **DEFERRED***

*** Reason for deferral:**

Contact Mon CC Planning Department to ascertain if Listed Building consent is required.

B) Mon CC Planning Information:

(includes decided applications, whether permitted or refused)

i. Planning Permissions:

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

- Cobblers Pride, 9 Newport Road, Caldicot NP26 4BG **[FTC Refused 27.1.21]**

Town Council noted planning permission from Mon CC.

10387 Finance

- i. To Approve Cheque list March 2021

Town Council resolved to approve cheque list March 2021

- ii. To consider costs of cleaning of Jubilee Way Toilets - £11,009.96 + VAT

Town Council agreed that the full invoice amount should not be paid and a reduction should be requested, due to the length of time that the public toilets were closed, due to the Covid-19 crisis.

Town Council resolved to request a reduction in the cost of cleaning Jubilee Way toilets.

- a. To consider request from Mon CC – street cleaner container at TC Building

Town Council considered a request from Mon CC, to site unit for street cleaner storage container at Town Council building. It was agreed to contact Mon CC and suggest siting the container on council land behind the Library/Hub and old One Stop Shop buildings.

Town Council resolved to agree to contact Mon CC and suggest siting the container on council land behind the Library/Hub and old One Stop Shop buildings.

- iii. To Consider membership of One Voice Wales 2021/22 - £1,515

Town Council resolved to approve membership of One Voice Wales 2021/22 in the sum of £1,515.

- iv. To consider grant applications:

Town Council considered grant applications:

- a. Caldicot Events Committee – Caldicot Freedom Festival

Cllrs D Evans and K Harris declared personal interests as members of Caldicot Events Committee. Cllr J Bond declared a personal interest as the member of a group applying for a grant.

Town Council requested further information regarding the Freedom Festival event and whether it would be held as part of the Events Committee summer carnival. It was agreed that the application did not contain sufficient information for it to be considered. Further information was required in support of the application.

Town Council resolved not to consider the application and that, if required, it should be re-submitted with additional detail in support of the request

b. Caldicot Events Committee – Carnival and Christmas Lights switch-on

Cllrs D Evans and K Harris declared personal interests as members of Caldicot Events Committee.

The Mayor advised that accounts had been received into the Town Council office. It was noted that funding for Caldicot Events Committee (Carnival and Christmas lighting) had been included in the precept for 2021/2022.

Town Council resolved to donate £9,000 to Caldicot Events Committee.

Spending Power – Local Government Act 1972 s137

c. Caldicot Youth Group

It was noted that funding for Caldicot Youth Group had been included in the precept for 2021/2022.

Town Council resolved to donate £5,000 to Caldicot Youth Group.

Spending Power – Local Government Act 1972 s137

v. To note appreciations for donations:

Town Council noted appreciations for donations:

- a. Caldicot Castle AFC - £882
- b. Wales Air Ambulance - £2,000
- c. Caldicot Musical Theatre Society - £2,700

Town Council noted the above appreciations for donations.

A member stated that Caldicot Musical Theatre Society had experienced difficulty in securing long term premises. Town Council recognised the valuable contribution that the group made to Caldicot, with many residents benefiting as members of the group.

Town Council agreed to contact Mon CC, Chief Executive and ask that a meeting was arranged with County Councillors, in order to reach a long term sustainable solution for accommodation for Caldicot Musical Theatre Society (CMTS).

Town Council resolved to write to the Chief Executive Officer of Mon CC to ask that a meeting was arranged with County Councillors to discuss a solution regarding accommodation for CMTS.

10388 Members' items of business

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

In presenting the item, Cllr A Easson stated that since the opening of the new Caldicot School and installation of fencing around Gray Hill Surgery, school pupils cross the road at the very busy junction from Mill Lane to Norman Court. It was noted that there was a lot of traffic in the area and at least one incident had occurred. It was suggested that a crossing be installed to protect the safety of children crossing the road.

Town Council agreed to contact Mon CC to request a pedestrian crossing be installed near the junction of Mill Lane/Woodstock Way to protect the safety of children crossing the busy road.

b) Cllr A Easson – Redundant Bus Shelters

In presenting the item, Cllr A Easson noted that there were two redundant bus shelters in the compound at King George V Playing Fields.

It was suggested that one could be installed outside Gray Hill Surgery and the other to be retained for inclusion into the MUGA (multi-use games area) project.

Highways permission would be required for installation of any bus shelter. Town Council agreed to contact Mon CC, regarding install of bus shelter at Woodstock Way.

10389 Dewstow Cemetery – request from resident, memorial bench

Town Council resolved to agree to the request from a resident for a memorial bench to be located in Dewstow Cemetery.

10390 Reports

a) Reports from Town Council Representatives on Outside Bodies

i) Caldicot Regeneration Stakeholder Group

There was no report. Town Council were advised that the next meeting was April 2021.

ii) Caldicot Youth Group

Town Council representative, Cllr M Mitchell, provided an update on the Youth Group. The service had opened to provide outreach services and officers had been working around the area. Building improvements were being considered, this included drawings and costs for improved facias. The Youth Group expressed continued appreciation for support from Caldicot Town Council.

iii) Caldicot Foodbank

Cllr M Mitchell advised that Foodbank held its AGM recently. It was noted that the Chair had stepped down and no replacement had been appointed. The Manager had confirmed that Caldicot Foodbank had been very busy.

b) Governor's reports

There were no Governor's Reports.

c) Police Report

Town Council received and noted the Police Report.

d) Members items for website

No items were put forward.

e) Other

There were no other reports.

10391 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:

10392 To consider quotations for community bench project [b/f P&R 9.3.2021]

Town Council were presented with two quotations.

Town Council agreed to accept quotation for, Eclipse recycled plastic frame and slats seat, supply and install on concrete base – 15 seats £570 each.

It was noted that plaques could be provided and included in the cost.

Town Council resolved to accept quotation for 15 seats at £570 each, with plaques. Eclipse recycled plastic frame and slats, fixed on concrete base – Total £8550 + VAT, from J Ball.

a) To agree locations for benches (subject to permissions)

Town Council agreed locations of benches, these were as follows:

Castle Ward

Cas Troggy spinal path (near castle park school field)
Old Church Road (near bollards)
Green at the Cross (x2)

Green Lane Ward

Green between Cae Mawr Clinic and Longcroft Road (x2)
Sandy Lane replacement of old bench - near dry cleaners
Chepstow Road/Castle Lea

Dewstow Ward

Green Lane/Firs Road junction (x2)
Sandy Lane - opposite Ysgol Y Fin school

West End Ward

Green near Severn View Club
Cwrt Severn

Severn Ward

Green at Deepweir (opposite Pill Row)
On by pass (opposite Mill Lane)

It was noted that permissions had already been obtained for two benches on the green at

Cae Mawr/Longcroft Road. Therefore, Town Council requested that these benches were installed first.

b) To agree wording for bench plaques

Town Council agreed the following wording for the plaques:

In recognition and appreciation of all those who worked and volunteered in our community during the Covid 19 crisis. Caldicot Town Council

10393 To approve minutes and recommendations of Personnel Committee meeting, held on 9th March 2021

Cllr M Stevens declared personal and prejudicial interest as a relation of an employee.

The Mayor advised that the matter related to staffing and remuneration.

Cllr M Stevens, Deputy Clerk and Communications Assistant/Office Administrator left the meeting whilst discussions took place.

Town Council resolved to approve minutes and recommendations of Personnel Committee meeting 9th March 2021, relating to staffing and remuneration.

10394 Town Council resolved to readmit press and public.

The meeting ended at 8.25pm

Mayor/Deputy Mayor

Cheque list

March 2021

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
505202	19529	26/02/21	£2,000.00	£0.00	£2,000.00	CWB Wales Air Ambulance	Charity donation
505203	19530	26/02/21	£2,700.00	£0.00	£2,700.00	CWB Caldicot Musical Theatre	Donation for demountable seating
505204	19531	26/02/21	£882.00	£0.00	£882.00	CWB Caldicot Castle AFC	Donation for external defibrillator case
505205	19532	26/02/21	£819.00	£0.00	£819.00	FACS Merlin Waste	Dog waste bin collection
505206	19533	26/02/21	£40.00	£0.00	£40.00	FACS R Morse	TC Building security
505206	19534	26/02/21	£111.28	£0.00	£111.28	FACS R Morse	Cleaning cover 8-12/2 & 22-26/2
505206		26/02/21	£151.28	£0.00	£151.28		
505207	19563	16/03/21	£212.58	£35.43	£177.15	ADMIN Brighter Bills Ltd	Telephone
505208	19564	16/03/21	£346.80	£57.80	£289.00	ADMIN Apex Computer Services	Router
505209	19565	16/03/21	£20.00	£0.00	£20.00	ADMIN Playworks (Payroll Bureau)	Payslips March
505210	19554	25/03/21	£214.80	£35.80	£179.00	FACS Mon CC	install dog waste bin Woodstock way
505211	19555	25/03/21	£28.00	£0.00	£28.00	FACS G Harris	Windows March 2021
505212	19556	25/03/21	£672.00	£0.00	£672.00	FACS Merlin Waste	Dog Waste Bin collection April
505213	19570		£312.50	£0.00	£312.50	FACS L Watkins	Cemetery gates Jan - March 2021
505214	19566		£89.02	£0.00	£89.02	FACS R Morse	Cleaning cover 15- march (8 days)
505214	19567		£40.00	£0.00	£40.00	FACS R Morse	TC Building security
505214	19568		£312.50	£0.00	£312.50	KGVPF R Morse	Play area gates Jan- March 21
505214	19569		£150.00	£0.00	£150.00	KGVPF R Morse	KGVPF gates Jan-March 2021
505214			£591.52	£0.00	£591.52		
Total			£8,950.48	£129.03	£8,821.45		
AS200321			£9591.50	£0.00	£9591.50	Salaries	Salaries/Tax/NI March 2021
AU250321			£188.37	£8.95	£179.42	British Gas	Utilities – March 2021
Bank Transfer payments (EstCttee101120)							
03.03.21			£1404.00	£234.00	£1170.00	J Ball	Cemetery Maintenance Contract Feb 2021
03.03.21			£1250.74	£208.46	£1042.28	P Villars	Bowls Green Maintenance Feb 2021
04.03.21			£1355.50	£0.00	£1355.50	R Lewis	Grounds Maintenance Contract Feb 2021

PART B – KING GEORGE V PLAYING FIELDS TRUSTEE

1 To note notification received Caldicot Bowls Club – re-opening 1st May 2021 (in accordance with Bowls Association and Welsh Government Guidance)

Cllr K Harris declared a personal interest as a member of Caldicot Bowls Club.

Town Council agreed Bowls Club to re-open on 1st May 2021.

2 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:

3 To consider draft tender document, prepared by consultant for Compound Project - MUGA

Town Council resolved to approve the draft tender document for Compound Project – MUGA. Consultant to be advised to proceed with tender process.

Town Council resolved to approve the draft tender document for Compound Project – MUGA. Consultant to be advised to proceed with tender process.