

**CALDICOT TOWN COUNCIL**  
**Minutes of Full Council held at 6.30pm**  
**on Wednesday, 26<sup>th</sup> May 2021 at Caldicot Town Council**  
**(Hybrid meeting held in person and via Starleaf)**

**Present:**      **Cllrs:**            RJ Higginson                    A Lloyd (*Starleaf*)  
   J Bond (*Starleaf*)                M Mitchell  
   W Conniff                        F Rowberry  
   A Easson                         M Stevens (*Starleaf*)  
   D Evans                         P Stevens (*Starleaf*)  
   R Garrick (*Starleaf*)         C Watkins  
   K Harris

[In attendance: S King, Acting Clerk; B Hodges; Members of the public]

**10409 Apologies**

Apologies were received from Cllrs J Dobson-Pettican, J Harris.

**10410 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.

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

**10411 Open Forum for Public Participation [maximum 15 minutes at Mayor's Discretion]**

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

Members of the public raised the following:

a) MUGA Project

- Concerns from Bowls Club and Guiding Association, that there would be reduced car parking when MUGA project is completed
- Perceived that parking was insufficient at present and further reduction would cause difficulties for users of the playing fields
- Felt that consultation had not been held and that the project had only recently come to light.

In response, the Mayor outlined the project timeline, this included consultation that had taken place. Users of the playing fields had been advised of consultation in October 2019.

Responses during consultation had been received from Caldicot Town AFC, local schools and residents.

The MUGA project was currently out for tender and decisions regarding design and planning had not been made.

Tenders would be considered at a future meeting and next steps would be considered, this included further consultation. Town Council thanked the public for attending.

## 10412 To Approve the Minutes:

- i. Minutes of Full Town Council 28<sup>th</sup> April 2021 - Mayor to sign the Minutes.

**The minutes of Full Town Council 28<sup>th</sup> April 2021 were approved as a true record and duly signed by the Mayor.**

- a) To note actions from previous meetings

Town Council noted actions from previous meetings and agreed that routine office duties did not need to be included (e.g. update of declarations, website updates etc). Town Council agreed that outstanding issues, requested at meetings, should remain on the list.

## 10413 Planning

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

### A) Planning Applications Received:

**DM/2021/00751:** Householder. Erect one free standing garden room to the rear elevation.

- 4 Fairfield Close, Caldicot NP26 5RG

**APPROVED**

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

- 2 Margretts Way, Caldicot NP26 4NL

**DEFERRED\***

**\* Reason for deferral:**

*Await Planning Officer's site visit report.*

### B) Mon CC Planning Information

*(includes decided applications whether permitted or refused)*

#### i Planning Permissions:

**DM/2021/00176:** Householder. Two storey side extension  
- 28 Station Road, Caldicot NP26 4BU

***[FTC Approved 31.3.21]***

**DM/2021/00248:** Planning Permission. Change of use of the first floor from offices (Use Class B1a) to two flats (Use Class 3) including external alterations including creation of new residential entrance together with bicycle and refuse storage.

- 8 & 9 Wesley Buildings, Newport Road, Caldicot NP26 4LY

***[P&R Approved 9.3.21]***

**DM/2021/00278:** Planning Permission. Demolition of existing ground floor lean-to kitchen and utility room. Domestic new build extension to rear of property. Two storey new build to align existing floor levels. Gable end roof to rear. New external wall finishes to match existing. New windows: metal framed double-glazed units unless annotated otherwise. New ground floor use: kitchen, dining & living space. New first floor use: 2 new bedrooms.

- 38 Church Road, Caldicot NP26 4HW

***[P&R Approved 9.3.21]***

**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

***[FTC Approved 31.3.21]***

**DM/2021/00338:** Householder. Erection of a single storey rear extension.  
- 32 Longcroft Road, Caldicot NP26 4EU **[FTC Approved 31.3.21]**

**DM/2021/00353:** Advertisement consent. Replace existing signs with new double-sided swing sign over new fascia sign on new shop front.  
- Massala Cottage, 10 Chepstow Road, Caldicot NP26 4HY  
**[P&R Approved 13.4.21]**

**DM/2021/00464:** Advertisement Consent. Four illuminated Aldi wall hanging signs mounted to the face of the building (sign A). One non-illuminated building trance Aldi sign (sign B). One bilingual internally illuminated freestanding 6m high double faced double post mounted sign (sign C). One internally illuminated Aldi letters roof mounted (sign D). One internally illuminated Aldi letters roof mounted (sign E). One non-illuminated bilingual opening times panel and image sign (sign F). Seven Bilingual nonilluminated Aldi building shopfront signage vinyl graphics applied to glass shopfront (sign J). Four non-illuminated temporary vinyl graphics applied to existing shopfront glazing (sign G). Two non-illuminated temporary Aldi bilingual temporary double 'Opening Soon' banners (sign H).  
- Aldi Stores Ltd, Wesley Buildings, Newport Road, Caldicot NP26 4BR  
**[FTC Approved 28.4.21]**

Town Council noted Mon CC planning permissions.

#### **10414 Finance**

1) To approve End of Year Accounts 2020/2021 [subject to audit]

**Town Council approved the End of Year Accounts 2020/21 [subject to audit]**

2) To approve and sign annual return for the year end 31<sup>st</sup> March 2021

**Town Council approved and signed the Annual Return for the Year Ended 31 March 2021**

3) To consider Final Internal Audit Report Year End 31.3.2021

Town Council received the Final Internal Audit Report Year End 31.3.21 and noted it was a commendable report. Councillors passed on their thanks to the office staff for their excellent work.

**Town Council received and approved the Final Internal Audit Report Year End 31.3.21**

4) To approve cheque list End March and April/May 2021

**Town Council approved cheque list end March and April/May 2021**

5) To consider renewal of Town Council insurance and Crime & Cyber Policy - £3,217.31 and £719.48 (respectively – incl. IPT/admin fees) renewal 1<sup>st</sup> June 2021

**Town Council approved renewal of Town Council insurance and Crime & Cyber Policy - £3,217.31 and £719.48 (respectively – incl. IPT/admin fees) renewal 1<sup>st</sup> June 2021.**

a) Insurance cover 80+ members to advise clerk

Members aged over 80 years of age were asked to advise the Acting Clerk.

6) To approve transfer of funds over £10,000 following Precept 1 end April

**Town Council approved transfer of funds over £10,000 following Precept 1 end April 2021.**

7) To consider draft advertisement for Standbrook Guides [*£395 + VAT FTC 28.4.21*]

**Town Council approved the draft advertisement for Standbrook Guides.**

Town Council agreed 28.4.21 cost of £395 + VAT

8) To consider staff training/conferences (remote attendance):

i To ratify joint OVW/SLCC 13<sup>th</sup> May 2021 - £90+VAT (*Deputy Clerk & Admin Officer*)

**Town Council ratified joint OVW/SLCC 13<sup>th</sup> May 2021 - £90 +VAT (Deputy Clerk and Admin Officer)**

ii To approve SLCC Leadership in Action 9<sup>th</sup> & 10<sup>th</sup> June 2021 - £75+VAT (*Deputy Clerk*)

**Town Council approved SLCC Leadership in Action 9<sup>th</sup> & 10<sup>th</sup> June 2021 - £75 +VAT**

iii To approve SLCC National Conference 13<sup>th</sup> & 14<sup>th</sup> October 2021 - £200+VAT (*Deputy Clerk & Admin Officer*)

**Town Council approved SLCC National Conference 13<sup>th</sup> & 14<sup>th</sup> October 2021 - £200 +VAT (Deputy Clerk and Admin Officer)**

9) To note appreciations for donations:

i Caldicot Events Committee - £9,000

**Town Council noted appreciation for donation – Caldicot Events Committee £9,000**

**10415 To approve minutes of Health and Safety Committee, 11<sup>th</sup> May 2021 and consider recommendations**

**Town Council approved minutes and recommendations of Health and Safety Committee, 11<sup>th</sup> May 2021.**

Town Council agreed:

- Bethany Baptist Church to be contacted as potential location for external defibrillator.
- Mon CC to undertake preliminary investigative works, re. damp problem TC building.
- Quotation to be provided for footpath and water supply at Dewstow Cemetery.
- Quotations to be provided for enhancements to Dewstow Cemetery.
- Health and Safety meeting to be arranged to discuss, outstanding matters following annual review, KGVPF additional play area gate and guide/allotment fence.

a) Response from fire service (gate KGVPF allotment/guide hut)

**Town Council referred matter to Health and Safety Committee for consideration (fence and play area gate)**

b) To consider reopening of meeting room for community groups

**Town Council resolved that Town Council building would be closed to groups until building works were completed.**

**10416 To consider Best Kept Garden/Citizens/Business Awards 2021**

Town Council agreed to hold BKG/Citizens/Business Awards 2021.

It was requested that nomination forms were emailed to Councillors.

**Town Council agreed to hold Best Kept Garden/Citizens/Business Awards 2021.**

**10417 To consider road closure notices**

- a) Level Crossing Pill Row – 14<sup>th</sup> to 16<sup>th</sup> June and 18<sup>th</sup> July

Town Council noted temporary road closure at Level Crossing, Pill Row.

- b) Dewstow Road and Caerwent – 14<sup>th</sup> June to 2<sup>nd</sup> July

Town Council noted temporary road closures Dewstow Road and Caerwent.

- c) Church Road – 1<sup>st</sup> to 3<sup>rd</sup> June

Town Council noted temporary overnight closures Church Road. A request was made for times of road closures to be displayed on signage.

- d) Consultation extension Firing Range footpath closure

Town Council approved the extension to firing range footpath closure.

**10418 To consider correspondence from Mon CC**

- a) Consultation – proposal to establish all-through school in Abergavenny

Town Council noted consultation to establish all-through school in Abergavenny.

- b) Caldicot Castle informal discussion – 27<sup>th</sup> May 6.00pm

Town Council noted Caldicot Castle informal discussion 27<sup>th</sup> May 2021.

- c) Land for development

Town Council received correspondence and confirmed that Town Council did not have land suitable for development.

- d) Response regarding CCTV strategic review

**Town Council resolved to invite Mon CC CCTV Officer to a future meeting.**

**10419 Reports**

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

There were no Reports.

- b) Governor's reports**

There were no Governor's Reports.

**c) Police Report**

Town Council received and noted the police report, which was circulated via email and at the meeting.

**Town Council resolved to invite police representative to attend a meeting.**

**d) Members items for website**

There were no items for the website.

**e) Other**

There were no other reports.

**10420 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:

**10421 To approve minutes of Personnel Committee meeting, 11<sup>th</sup> May 2021 and consider recommendations**

**Town Council approved minutes and recommendations of Personnel Committee meeting held on 11<sup>th</sup> May 2021**

**10422 To receive quote from Edge IT (renewal expires 1.6.2021)**

**Town Council approved the quotation from Edge IT – £1461.60 + VAT.**

**The meeting ended at 8.05pm**

---

Mayor/Deputy Mayor

# Cheque list

End March 2021

| <b>Cheque number</b>                           | <b>Tn. no</b> | <b>Paid date</b> | <b>Gross</b> | <b>Vat</b> | <b>Net Cttee</b> | <b>Supplier</b>               | <b>Details</b>                           |
|--|---------------|------------------|--------------|------------|------------------|-------------------------------|--|
| 505215   | 19571         | 30/03/21         | £6,754.80    | £1,125.80  | £5,629.00        | KGVPF AVA Fire & Security Ltd | CCTV KGVPF                               |
| <b>Bank Transfer payments (EstCttee101120)</b> |               |                  |              |            |                  |                               |  |
| 30.03.21                                       |               |                  | £1400.07     | £219.00    | £1181.07         | J Ball                        | Cemetery Maintenance Contract March 2021 |
| 30.03.21                                       |               |                  | £1250.74     | £208.46    | £1042.28         | P Villars                     | Bowls Green Maintenance March 2021       |
| 30.03.21                                       |               |                  | £2305.50     | £0.00      | £1615.50         | R Lewis                       | Grounds Maintenance Contract March 2021  |

# Cheque list

April/May 2021

| Cheque number     | Tn. no | Paid date | Gross      | Vat     | Net Cttee  | Supplier                                    | Details                                     |
|-------------------|--------|-----------|------------|---------|------------|---|---|
| 505216            | 19593  | 07/04/21  | £775.75    | £0.00   | £775.75    | FACS Mon CC                                 | Jubilee Way Toilets - Rates demand notice   |
| 505216            | 19594  | 07/04/21  | £775.75    | £0.00   | £775.75    | FACS Mon CC                                 | Dewstow Cemetery - Rates demand notice      |
| 505216            | 19595  | 07/04/21  | £422.65    | £0.00   | £422.65    | FACS Mon CC                                 | Town Council building - Rates demand notice |
| 505216            |        | 07/04/21  | £1,974.15  | £0.00   | £1,974.15  |   |   |
| 505217            | 19596  | 25/04/21  | £2,655.00  | £0.00   | £2,655.00  | KGVPF Sports & Play Consulting              | Project Manager MUGA KGVPF Stage 1          |
| 505218            | 19597  | 07/04/21  | £5,000.00  | £0.00   | £5,000.00  | CWB Caldicot Youth Group                    | Grant 2021/2022                             |
| 505219            | 19598  | 07/04/21  | £9,000.00  | £0.00   | £9,000.00  | CWB Caldicot Events Committee               | Grant 2021/2022                             |
| 505220            | 19599  | 07/04/21  | £1,515.00  | £0.00   | £1,515.00  | ADMIN One Voice Wales                       | Membership 2021-2022                        |
| 505221            | 19600  | 25/04/21  | £216.35    | £36.06  | £180.29    | ADMIN Brighter Bills Ltd                    | Telephone April 2021                        |
| 505222            | 19601  | 07/04/21  | £30.00     | £0.00   | £30.00     | CWB Country Flowers                         | Floral bouquet 60th Anniversary             |
| 505223            | 19603  | 26/04/21  | £119.00    | £0.00   | £119.00    | ADMIN Post Office Ltd                       | Stamps/postage                              |
| 505224            | 19604  | 30/04/21  | £38.99     | £6.50   | £32.49     | ADMIN Konica Minolta                        | photocopying/printing                       |
| 505224            | 19605  | 30/04/21  | £104.26    | £17.38  | £86.88     | ADMIN Konica Minolta                        | photocopying/printing                       |
| 505224            |        | 30/04/21  | £143.25    | £23.88  | £119.37    |   |   |
| 505225            | 19606  | 30/04/21  | £209.33    | £34.89  | £174.44    | ADMIN Brighter Bills Ltd                    | Telephone (o/s January invoice 2021)        |
| 505226            | 19607  | 30/04/21  | £20.00     | £0.00   | £20.00     | ADMIN Playworks (Payroll Bureau)            | Payslips April 2021                         |
| 505227            | 19608  | 07/04/21  | £95.00     | £0.00   | £95.00     | ADMIN ICCM                                  | Membership 2021/2022                        |
| 505228            | 19609  | 30/04/21  | £66.00     | £11.00  | £55.00     | ADMIN National Allotment Society            | Membership 2021/2022                        |
| 505229            | 19610  | 30/04/21  | £58.20     | £9.70   | £48.50     | ADMIN Complete Business Solutions Group Ltd | Stationery                                  |
| 505230            | 19611  | 30/04/21  | £26.77     | £4.46   | £22.31     | ADMIN DJB Cleaning Supplies Lte             | cleaning materials                          |
| 505231            | 19612  | 07/04/21  | £3,430.00  | £0.00   | £3,430.00  | FACS Mon CC                                 | CCTV 1.4.2021-30.6.2021                     |
| 505232            | 19617  | 30/04/21  | £144.00    | £24.00  | £120.00    | ADMIN SLCC                                  | ILCA qualification                          |
| 505233            | 19620  | 14/05/21  | £144.00    | £24.00  | £120.00    | ADMIN BCS Global                            | Starleaf (replacment cheque 505134)         |
| 505234            | 19629  | 14/05/21  | £0.00      | £0.00   | £0.00      | ADMIN Cancelled                             | Chq 505234                                  |
| 505235            | 19621  | 14/05/21  | £297.60    | £49.60  | £248.00    | ADMIN DJB Cleaning Supplies Lte             | Cleaning supplies/hand sanitiser            |
| 505236            | 19622  | 14/05/21  | £40.00     | £0.00   | £40.00     | FACS R Morse                                | TC building security                        |
| 505236            | 19623  | 14/05/21  | £44.51     | £0.00   | £44.51     | FACS R Morse                                | TC building cleaning cover                  |
| 505236            |        | 14/05/21  | £84.51     | £0.00   | £84.51     |   |   |
| 505237            | 19624  | 14/05/21  | £102.00    | £17.00  | £85.00     | ADMIN Pear Technology Services Ltd          | Cemetery map technical support              |
| 505238            | 19583  | 14/05/21  | £534.00    | £89.00  | £445.00    | ADMIN Auditing Solutiions                   | Final Audit 2020/21                         |
| Page Sub Total    |        |           | £25,864.16 | £323.59 | £25,540.57 |   |   |
| Running Sub Total |        |           | £25,864.16 | £323.59 | £25,540.57 |   |   |

19/05/21 11:02 AM Vs: 8.57.00

*Caldicot Town Council*

Page 1

# Cheque list

April/May 2021

| Cheque number                                  | Tn. no | Paid date | Gross      | Vat       | Net Cttee  | Supplier     | Details  |
|--|--------|-----------|------------|-----------|------------|--------------|--|
| 505239   | 19627  | 14/05/21  | £13,211.95 | £2,201.99 | £11,009.96 | FACS Mon CC  | Cleaning jubilee way toilets April 2021                          |
| 505239   | 19628  | 14/05/21  | -£3,302.99 | -£550.50  | -£2,752.49 | FACS Mon CC  | Cleaning jubilee way toilets April 2021 (reduction due to Covid) |
| 505239   |        | 14/05/21  | £9,908.96  | £1,651.49 | £8,257.47  |              |  |
| Total  |        |           | £35,773.12 | £1,975.08 | £33,798.04 |              |  |
| Page Sub Total                                 |        |           | £9,908.96  | £1,651.49 | £8,257.47  |              |  |
| Running Sub Total                              |        |           | £35,773.12 | £1,975.08 | £33,798.04 |              |  |
|  |        |           |            |           |            |              |  |
| AS200521                                       |        |           | £40099.29  | £0.00     | £40099.29  | Salaries     | Salaries/Tax/NI April/May 2021                                   |
| AU200521                                       |        |           | £263.62    | £12.52    | £251.10    | British Gas  | Utilities – April/May 2021                                       |
|  |        |           |            |           |            |              |  |
| <b>Bank Transfer payments (EstCttee101120)</b> |        |           |            |           |            |              |  |
| 30.4.21  |        |           | £860.00    | £0.00     | £860.00    | Merlin Waste | Merlin Waste Dog Bins May 2021                                   |
| 30.4.21  |        |           | £1338.00   | £223.00   | £1115.00   | J Ball       | Cemetery Maintenance Contract April 2021                         |
| 30.4.21  |        |           | £8112.00   | £1352.00  | £6760.00   | J Ball       | Community benches supply   |
| 05.05.21                                       |        |           | £1250.74   | £208.46   | £1042.28   | P Villars    | Bowls Green Maintenance April 2021                               |
| 11.05.21                                       |        |           | £1615.50   | £0.00     | £1615.50   | R Lewis      | Grounds Maintenance Contract April 2021                          |



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

### **1 Notes of Users Sub-Committee Meeting, 11<sup>th</sup> May 2021**

Town Council received the notes of Users Sub-Committee Meeting 11<sup>th</sup> May 2021.

- a) Request from Users – key request (Bowls Club) and trial to leave main gates unlocked.

**Town Council resolved to agree for Bowls Club to have one key to KGVPF main gates on a trial basis for 6 months, subject to receipt of a fixtures list. The main gates will continue to be locked at 9.30pm.**

### **2 Members Item of Business**

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

#### **a) Cllr K Harris – car parking**

Cllr K Harris raised concern that car parking spaces would reduce when the MUGA was built. This was discussed above under item 10411, Open Forum for Public Participation. Further consultation will be undertaken when the tender process is complete.

#### **b) Cllr K Harris – MUGA development**

Cllr K Harris raised concern regarding a lack of consultation with Users. This was discussed above under item 10411, Open Forum for Public Participation. Further consultation will be undertaken when the tender process is complete.

**The meeting ended at 8.40pm**

---

Mayor/Deputy Mayor