

**CALDICOT TOWN COUNCIL**  
**Minutes of Full Council held at 6.30pm**  
**on Wednesday, 30<sup>th</sup> June 2021 at Caldicot Town Council**  
**(Hybrid meeting held in person and via Starleaf)**

<b>Present:</b>	<b>Cllrs:</b>	RJ Higginson	K Harris
		J Bond	M Mitchell
		A Easson	F Rowberry
		O Edwards	M Stevens
		D Evans	P Stevens ( <i>Starleaf</i> )
		R Garrick ( <i>Starleaf</i> )	C Watkins
		J Harris	R Wilsher

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

**10423 Apologies**

Apologies were received from Cllrs W Conniff, J Dobson-Pettican, A Lloyd.

The Mayor welcomed Cllr R Wilsher to his first meeting.

**10424 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.

**10425 Open Forum for Public Participation [maximum 15 minutes at Mayor's Discretion]**

- i) Members of Caldicot Bowls Club – MUGA project
- Concerns raised regarding consultation process, size, location and loss of parking

In response, it was noted that the project was still ongoing. Application for planning permission had not commenced. Opportunity for residents to comment during future stages of the project.

- ii) Public – expenditure King George V Playing Fields
- Concerns regarding inequality between clubs who use the King George V Playing Fields. Financial expenditure for maintenance of bowls club approximately £15,000 per year was significant in comparison to other clubs, such as Caldicot Town AFC.

Town Council noted the comments.

Bowls club representatives and public were thanked for their comments.

## 10426 To Approve the Minutes:

- i. Minutes of Annual Meeting 19<sup>th</sup> May 2021 – Mayor to sign the Minutes.

**The Minutes of Annual Meeting 19<sup>th</sup> May 2021 were approved as a true record and duly signed by the Mayor.**

- ii. Minutes of Full Town Council 26<sup>th</sup> May 2021 - Mayor to sign the Minutes.

**The Minutes of Full Town Council 26<sup>th</sup> May 2021 were approved as a true record and duly signed by the Mayor.**

- iii. Minutes of Planning & Resources 8<sup>th</sup> June 2021 – Mayor to sign the Minutes.

**The Minutes of Planning & Resources 8<sup>th</sup> June 2021 were approved as a true record and duly signed by the Mayor.**

- a) Items from previous meetings, for information.

Town Council noted actions from previous meetings and highlighted the following:

- Further update required regarding siting of bus shelter and crossing at Woodstock Way.
- Councillor action – Ward litter bin repair/replace audits to be undertaken.
- Signage for defibrillators
- Cllr M Stevens invited to next Health and Safety Committee meeting

## 10427 Planning

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

### **A) Planning Applications Received:**

**DM/2021/00975:** Householder. Removal of conservatory and construction of two storey rear extension containing enlarged kitchen/dining area at ground floor with bedroom, ensuite and dressing room at first floor level. Construction of single storey side extension containing utility room.

- 37B Church Road, Caldicot NP26 4HN

**APPROVED**

**DM/2021/00011:** Householder. UPVC and glass conservatory to rear of ground floor flat, to be accessed via existing patio doors.

- 77B Sandy Lane, Caldicot NP26 4NR

**APPROVED**

### **B) Mon CC Planning Information**

*(includes decided applications whether permitted or refused)*

#### **i Planning Permissions:**

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

- 2 Margretts Way, Caldicot NP26 4NL

***[deferred FTC 31.3.21, P&R 13.4.21 – site visit held 26.5.21]***

Town Council noted Mon CC planning permissions.

**10428 Finance**

- 1) To approve cheque list June 2021

**Town Council approved cheque list June 2021**

- 2) To consider and approve chairs of committees and remuneration –

- a) Grants Committee

**Cllr M Mitchell was appointed as chair of Grants Committee.**

- b) Health and Safety Committee

**Cllr RJ Higginson was appointed as chair of Health and Safety Committee.**

- c) Personnel Committee

**Cllr D Evans was appointed as chair by Personnel Committee on 27.5.21.**

- 3) To consider grounds maintenance, cemetery and Christmas lighting contracts *[subject to Council passing a resolution to extend a number of existing contracts and naming those contracts because of extenuating circumstances surrounding the Covid situation – Financial Regs 11a) iv): 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 Financial Regulations as noted above and resolved to extend grounds maintenance, cemetery and Christmas lighting contracts because of extenuating circumstances surrounding the Covid situation.**

**10429 To ratify minutes of Extremely Urgent Committee, held on 23<sup>rd</sup> June 2021**

Town Council ratified minutes of Extremely Urgent Committee, 23<sup>rd</sup> June 2021

**10430 To consider notes and recommendations of ‘Community Thank You’ working party**

Town Council considered the notes and approved recommendations of the ‘Community Thank You’ working party.

**10431 To agree time and dates of Grants Committee meetings for 2021/22  
13<sup>th</sup> July 2021, 12<sup>th</sup> October 2021 and 8<sup>th</sup> February 2022**

Town Council agreed the dates of Grants Committee meetings for 2021/22:

- Tuesday 13<sup>th</sup> July 2021
- Tuesday 12<sup>th</sup> October 2021
- Tuesday 8<sup>th</sup> February 2022

**10432 Members items of business:**

**a) Cllr A Easson – Town Centre Planters**

In presenting the item, Cllr A Easson stated that the planters in the town centre had been provided to retail units by the community group for the shops to maintain. However, it was noted that some had not been maintained.

Suggested that status of the community group could be clarified.

**b) Cllr A Easson – Minor Injuries Unit, Chepstow Hospital**

In presenting the item, Cllr A Easson suggested that Caldicot Town Council follows Chepstow Town Council's lead by lobbying to re-open the Minor Injuries Unit (MIU) at Chepstow Community Hospital. **It was decided to send a strongly-worded letter to Aneurin Bevan University Health Board to re-open the MIU.**

**c) Cllr J Bond – Town Council Objectives**

In presenting the item, Cllr J Bond suggested that Town Council should have a list of objectives. A list of suggested issues was provided for consideration

It was noted that the list contained a mixture of ward member items, Town Council items and Mon CC items.

It was agreed that the list should be split into appropriate sections, Cllr D Evans and M Mitchell would review the list with the Acting Clerk.

**Town Council agreed that Council emails would be a priority.**

**Town Council resolved to defer the item to a future meeting.**

**d) Cllr M Stevens – Rat Plague in Town Centre**

In presenting the item, Cllr M Stevens advised that there is a plague of rats in the Town Centre. The issue had been exacerbated by rubbish in the town.

Town Council highlighted health and safety concerns.

**Town Council resolved to contact Mon CC Environmental Health to raise concerns and request that information was forwarded to landlords.**

**10433 To note road closure 19<sup>th</sup> July – Dewstow Road and Caerwent**

Town Council noted road closure on 19<sup>th</sup> July – Dewstow Road and Caerwent.

**10434 To consider correspondence from resident regarding location of dog waste bin**

Town Council noted the correspondence from the resident, regarding relocating in Castle Ward.

**Town Council agreed to request for relocation of the existing bin and installation of additional bin. Town Council agreed that ward councillors, Cllrs Garrick and Wilsher, provide specific location details to the Town Council office.**

**10435 To note Final Recommendations Review of County Electoral Arrangements for Monmouthshire [www.ldbc.gov.wales](http://www.ldbc.gov.wales) and correspondence from One Voice Wales**

Town Council noted Final Recommendations, Review of County Electoral Arrangements for Monmouthshire and correspondence from One Voice Wales.

**10436 To consider location of Christmas tree and RBL flag**

A member advised that Mon CC would visit the site, to discuss the location for the Christmas tree and RBL flag.

**10437 Reports**

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

i) CCTV Working Group

Cllr P Stevens provided an update from the CCTV Group, a number of issues had been discussed regarding cameras in and around the town. Town Council agreed to invite the CCTV officer to a future meeting.

ii) Town Centre Regeneration Stakeholder Group

Cllr J Bond provided an update from the Town Centre Regeneration Stakeholder Group, a number of matters were discussed which included notice board, priority signage, traffic calming, town branding.

It was suggested that Town Council could promote town branding, however, this was not agreed.

**b) Governor's reports**

Cllr M Stevens provided a report for Durand Primary School, noting that a greatly reduced intake for September was having a great impact on many schools.

**c) Police Report**

No police report had been received. Police Inspector to be invited to a future meeting.

**d) Members items for website**

No items were put forward.

**e) Other**

There were no other reports.

*Cllr C Watkins left the meeting at 8:00pm*

**10438 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:

- 10439 To consider quotation for Christmas Lights – remote switch system**
- Town Council resolved to accept the quotation for Christmas Lights £14,600 +VAT and remote switching system £3,735 +VAT (City Illuminations)**
- 10440 To consider quotation for grounds maintenance, on behalf of Mon CC**
- Town Council resolved to accept the quotation for grounds maintenance, on behalf of Mon CC, £350 per month (preferred contractor)**
- 10441 To consider quotation for Willow Tree at Dewstow Cemetery, following report of infection from grounds maintenance – Health and Safety**
- Town Council resolved to accept the quotation to remove the willow tree and remove stump at a cost of £600 (preferred contractor).**
- 10442 To approve minutes of Personnel Committee meeting, 27<sup>th</sup> May 2021 and consider recommendations**
- Town Council approved minutes and recommendations of Personnel Committee meeting held on 27<sup>th</sup> May 2021**

**The meeting ended at 8.05pm**

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Mayor/Deputy Mayor

# Cheque list

June 2021

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
505240	19638	31/05/21	£108.00	£18.00	£90.00	ADMIN SLCC	Staff conference attendance 13th May 2021
505241	19639	31/05/21	£389.11	£64.85	£324.26	ADMIN Brighter Bills Ltd	Telephone
505242	19640	31/05/21	£264.00	£44.00	£220.00	ADMIN Vision ICT Ltd	website hosting 2021-2022
505243	19641	31/05/21	£474.00	£79.00	£395.00	ADMIN Standbrook Guides Ltd	Town Council full page advert 2021-2022
505244	19642	31/05/21	£8.42	£1.40	£7.02	ADMIN Complete Business Solutions Group Ltd	stationery
505244	19643	31/05/21	£32.34	£5.39	£26.95	ADMIN Complete Business Solutions Group Ltd	stationery
505244		31/05/21	£40.76	£6.79	£33.97		
505245	19644	31/05/21	£161.00	£0.00	£161.00	FACS Aztec Alarms & Electrical Services	PAT testing
505245	19645	31/05/21	£191.00	£0.00	£191.00	FACS Aztec Alarms & Electrical Services	CCTV camera repair and housing
505245		31/05/21	£352.00	£0.00	£352.00		
505246	19647	31/05/21	£71.20	£11.87	£59.33	FACS Trident Water	Annual contract
505246	19648	31/05/21	£71.20	£11.87	£59.33	FACS Trident Water	Annual contract
505246	19649	31/05/21	£71.20	£11.87	£59.33	FACS Trident Water	Annual contract
505246	19650	31/05/21	£71.20	£11.87	£59.33	FACS Trident Water	Annual contract
505246	19651	31/05/21	£71.20	£11.86	£59.34	FACS Trident Water	Annual contract
505246	19652	31/05/21	£71.20	£11.86	£59.34	KGVPF Trident Water	Annual contract
505246		31/05/21	£427.20	£71.20	£356.00		
505247	19653	10/06/21	£48.00	£0.00	£48.00	FACS R Morse	TC Security
505248	19654	10/06/21	£1,753.92	£292.32	£1,461.60	ADMIN Edge IT Systems	Annual contract (3 year)
505249	19662	10/06/21	£744.48	£0.00	£744.48	ADMIN WPS Ltd	Cyber Insurance 2021
505249	19663	10/06/21	£56.00	£0.00	£56.00	ADMIN WPS Ltd	Insurance 2021
505249	19664	10/06/21	£39.20	£0.00	£39.20	ADMIN WPS Ltd	Insurance 2021
505249	19665	10/06/21	£3,122.11	£0.00	£3,122.11	ADMIN WPS Ltd	Insurance 2021
505249		10/06/21	£3,961.79	£0.00	£3,961.79		
505250	19646	31/05/21	£4.00	£0.00	£4.00	FACS Aztec Alarms & Electrical Services	CCTV camera repair and housing
505251	19673	10/06/21	£75.88	£12.65	£63.23	ADMIN Complete Business Solutions Group Ltd	stationery
505252	19674	10/06/21	£20.00	£0.00	£20.00	ADMIN Playworks (Payroll Bureau)	Payslip May 2021
505252	19675	10/06/21	£20.00	£0.00	£20.00	ADMIN Playworks (Payroll Bureau)	PayslipsJune2021
505252		10/06/21	£40.00	£0.00	£40.00		
505253	19676	10/06/21	£28.00	£0.00	£28.00	FACS G Harris	Window cleaning
Page Sub Total			£7,966.66	£588.81	£7,377.85		
Running Sub Total			£7,966.66	£588.81	£7,377.85		

# Cheque list

Start of year 01/04/21

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
505254	19678		£219.00	£36.50	£182.50	KGVPF Playsafety Ltd	Play inspections
505255	19679		£207.26	£34.54	£172.72	ADMIN Brighter Bills Ltd	Telephone
505256	19680		£90.00	£15.00	£75.00	ADMIN SLCC	Staff conference
505257	19681		£191.00	£0.00	£191.00	ADMIN Post Office Ltd	postage
Total			£8,673.92	£674.85	£7,999.07		
AS200621			£10,148.85	£0.00	£10,148.85	Salaries	Salaries/Tax/NI June 2021
AU230621			£233.58	£11.09	£222.49	British Gas	Utilities – June 2021
<b>Bank Transfer payments (EstCttee101120)</b>							
02.06.21			£688.00	£0.00	£688.00	Merlin Waste	Merlin Waste Dog Bins June 2021
02.06.21			£1338.00	£223.00	£1115.00	J Ball	Cemetery Maintenance Contract May 2021
02.06.21			£1250.74	£208.46	£1042.28	P Villars	Bowls Green Maintenance May 2021
08.06.21			£1695.50	£0.00	£1695.50	R Lewis	Grounds Maintenance Contract May 2021



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

### **1 MUGA project correspondence**

#### **a) Caldicot Bowls Club**

Town Council noted the correspondence from Caldicot Bowls Club.

#### **b) Fields in Trust**

Town Council noted the correspondence from Fields in Trust.

### **2 Members Items of Business**

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

#### **a) Cllr K Harris – MUGA project**

In presenting the item, Cllr K Harris raised concerns that Town Council did not receive sufficient information to proceed with the MUGA, no vote was taken to change position of the MUGA and a lack of consultation with all users of the playing field. Car parking spaces would also reduce when the MUGA was built. Fields in Trust guidance for buffer zones was provided (30mtr distance).

Town Council noted the comments and information provided by Cllr K Harris and advised that the MUGA project should go to the planning process, which would include full public consultation. No decision had been made in relation to specific design or location of the MUGA.

It was suggested that, as advised by the project manager, pre-application SuDs/SAB should be submitted.

*Cllr J Harris left the meeting at 8:40pm*

#### **b) Cllr J Bond – MUGA project**

In presenting the item Cllr J Bond suggested that there was a lack of agreement between users and Town Council about the location of the MUGA, and proposed that a working party was set up with other individuals to discuss the matter.

It was noted that the Compound Working party was established and specific decisions had not yet been made.

A member noted, that following advice from the project manager, Caldicot Town Council should apply for pre-planning SUDS (SAB) application. This would enable the Council to know about drainage requirements, in choosing a location.

**It was proposed and duly seconded that Caldicot Town Council Town Council apply for SUDS/SAB, with assistance from the MUGA Project Manager.**

**A recorded vote was requested:**

<b>10 For:</b>	<b>Cllrs AE, OE, DE, RG, RJH, MM, FR, MS, PS, RW</b>
<b>0 Against:</b>	
<b>2 Abstained:</b>	<b>Cllrs JB, KH</b>

**Town Council resolved to submit pre-planning SuDS (SAB) application.**

**3 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:

**4 To consider quotation for grounds maintenance KGVPF fenced-in pitch**

**Town Council resolved to accept the quotation for grounds maintenance KGVPF fenced-in pitch – initial cut of field perimeter and around posts, £100 and then maintain it every fortnight, £60 per cut.**

**5 To consider tenders for MUGA project**

- a) To consider update from Project Manager regarding next steps and consultation  
Appendix A – notes of meeting with MUGA Project Manager

**Town Council deferred consideration of tenders for MUGA project, to a Special Meeting to be held 13<sup>th</sup> July 2021.**

**The meeting ended at 8.55pm**

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Mayor/Deputy Mayor