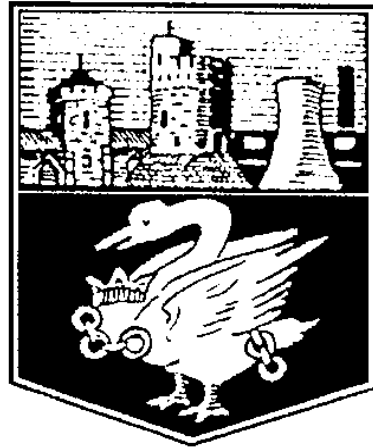


*Caldicot Town Council*  
*Cil-Y-Coed*



*Minutes*

**27<sup>th</sup> October 2021**

**CALDICOT TOWN COUNCIL**  
**Minutes of Full Council held at 6.30pm**  
**on Wednesday, 27<sup>th</sup> October 2021 at Caldicot Town Council**  
**(Hybrid meeting held in person and via Starleaf)**

**Present:**      **Cllrs:**            RJ Higginson                    J Harris  
   J Bond                            K Harris (*Starleaf*)  
   A Easson                        A Lloyd  
   O Edwards                    M Mitchell  
   D Evans                        F Rowberry  
   R Garrick (*Starleaf*)

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

**10499 Apologies**

Apologies were received from Cllrs W Conniff, M Stevens, P Stevens.

**10500 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 A Easson declared a personal interest in grants committee, as a family member involved with Caldicot Walking Football.

**10501 Open Forum for Public Participation [maximum 15 minutes at Mayor's Discretion]**

A member of the public raised a query regarding the proposed development of Caldicot Leisure Centre and requested an update on the 'Seven for Severnside' initiative. The resident highlighted that spending in Caldicot was disproportionate to the rest of Monmouthshire and that the bid for 'Welsh Government Levelling Up funding' had been unsuccessful. Further information was needed from Monmouthshire County Council regarding delivery of health and leisure developments in Caldicot.

In response to the points raised, the following was noted:

- Clarification required regarding decision of levelling up fund bid by MCC.
- County Councillor would ask an urgent question at Mon CC County Council meeting regarding levelling up fund.
- Clarification needed from Mon CC, whether 'Seven for Severnside' initiative still existed.
- Correspond to Mon CC Officers and Executive member raising detail of query and requesting update regarding delivery of developments Caldicot.
- Meeting to be arranged to discuss further. MP to be invited.

Town Council thanked the member of the public for attending the meeting.

**10502 To Approve the Minutes:**

i. Minutes of Full Town Council 29<sup>th</sup> September 2021 - Mayor to sign the Minutes.

**The Minutes of Full Town Council 29<sup>th</sup> September 2021 were approved as a true record and duly signed by the Mayor**

ii. Minutes of Extraordinary Town Council 6<sup>th</sup> October 2021 – Mayor to sign the Minutes

**The Minutes of Extraordinary Town Council 6<sup>th</sup> October 2021 were approved as a true record and duly signed by the Mayor.**

iii. Minutes of Planning and Resources 12<sup>th</sup> October 2021 – Mayor to sign the Minutes

**The Minutes of Planning and Resources 12<sup>th</sup> October 2021 were approved as a true record and duly signed by the Mayor.**

a) Items from previous meetings, for information (to note actions/updates), further information requested regarding:

- Progress required regarding install of benches and bus shelters.
- Update requested on meeting regarding Cas Troggy park development.

Town Council noted actions from previous meetings.

**10503 Planning**

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

**A) Planning Applications Received:**

**DM/2021/01480:** Planning Permission. Change of Use to rear part of ground floor shop to create an apartment. Proposed extension to first floor apartment.

- Coral Betting, 32 Newport Road, Caldicot NP26 4BQ **REFUSED\***

\* Reasons for Refusal:

*Does not meet minimum standards as stated in 2021 WG Guidance on affordable housing. Should not encourage private building that is poorer than affordable housing standards. Lack of parking spaces for 3 properties*

**DM/2021/01617:** Certificate of Prop Lawful Use or Dev. Building of rear single storey extension to dwelling - 17 Goldfinch Close, Caldicot NP26 5BW

**APPROVED**

**B) Mon CC Planning Information**

*(includes decided applications whether permitted or refused)*

**i Planning Permissions:**

**DM/2020/01389:** Advertisement Consent. Signage displaying name of shop.

- The New Garden Take Away, 2 Church Road, Caldicot NP26 4HN

**[FTC Approved 30.9.21]**

**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  
**[FTC Approved 31.3.21]**

Town Council noted the above Mon CC planning permissions.

#### **10504 Finance**

- 1) To approve cheque list October 2021

**Town Council approved cheque list October 2021**

- 2) To receive Financial Comparison 1.4.2021 – 30.9.2021

**Town Council received Financial Comparison 1.4.2021 – 30.9.2021**

- 3) To note appreciations for donations:
  - i) Caldicot Town AFC - £7,000
  - ii) Monmouthshire County CAB - £15,000

Town Council noted the appreciations for donations

#### **10505 Members Items of Business:**

- a) Cllr M Mitchell – Council involvement with community events

In presenting the item, Cllr Mitchell advised that Caldicot Town Team is organising a 'Nutcracker Trail' throughout Caldicot during the Christmas period. Organisations, businesses, schools individuals would be able to sponsor a figure, approximately 6 ½ feet tall, at approximately £30 each.

**Town Council resolved to contact Caldicot Town Team in order to sponsor two nutcracker figures, at a cost of approximately £30 each.**

- b) Cllr M Mitchell – Condition of Town Council building

In presenting the item, Cllr Mitchell highlighted that the Town Council building required upgrading and repair to make it more suitable for public engagement. It was suggested that a working group be established, to develop ideas to make better use of the space available and make it a more modern, welcoming and user-friendly building.

**Town Council resolved to set up a Town Council Building working group; Cllrs RJ Higginson, M Mitchell, A Easson, D Evans + 2 members of staff.**

- c) Cllr J Bond – Hardship fund

In presenting the item, Cllr Bond advised that there are many people suffering severe hardship due to various factors. There is an opportunity for Town Council to set aside funding from reserves as a Caldicot Hardship Fund.

Town Council supported the suggestion, in principle, although further information would be required before a decision could be made.

Members were informed that advice had been obtained, there was currently no power available for funds to be administered in this way. It was highlighted that Town Council had a grants donation process and S137 spending was available for well-being, however, the amount was limited.

It was suggested that the relevant Mon CC officer could be invited to a meeting to discuss the matter in further detail.

**Town Council agreed to invite the Tackling Poverty and Inequality Lead Officer, Mon CC to a meeting to discuss further details.**

d) Cllr A Easson – CCTV Oakley Way

In presenting the item, Cllr Easson informed Town Council that a CCTV camera was installed by MHA some years ago to the north of the shops at Oakley Way. The camera is now surrounded by houses and MHA is reluctant to move the camera. Cllr Easson suggested that Town Council supports a request to install a CCTV camera connected to the SRS system to scan the retail area to protect the local environment and reduce anti-social behaviour.

**Town Council agreed to contact CCTV Officer, Mon CC, for advice and costs to supply a CCTV camera at Oakley Way.**

e) Cllr A Easson – Trial closure of Newport Road

In presenting the item, Cllr Easson advised that there had been comments on social media regarding the trial closure of Newport Road. Cllr Easson suggested that Caldicot Town Council request a meeting, which the public could attend, to obtain views on the trial closure of Newport Road. It was suggested that a suitable venue would be Caldicot Leisure Centre.

**Town Council agreed to arrange a meeting, which the public could attend, to discuss trial closure of Newport Road.**

**10506 To approve minutes and consider recommendations of Health and Safety Committee held 11:00am, Wednesday 6<sup>th</sup> October 2021**

**Town Council approved the minutes and recommendations of Health and Safety Committee held 11:00am, Wednesday 6<sup>th</sup> October 2021.**

It was agreed to contact Mon CC to raise concerns relating to permissions for locating street furniture on highways.

*Cllr A Lloyd left the meeting at 8:00pm*

**10507 To approve minutes and consider recommendations of Grants Committee held 9:30am, Tuesday 12<sup>th</sup> October 2021**

**Town Council approved the minutes and recommendations of Grants Committee held 9:30am, Tuesday 12<sup>th</sup> October 2021.**

a) **Supporting information for Caldicot Walking Football**

Group confirmed charge incurred for using 3G pitch at Caldicot Leisure Centre – bank statements received

*Cllr A Easson declared a personal interest as a family member is involved with Caldicot Walking Football.*

**Town Council received the supporting information for Caldicot Walking Football and approved the grant of £1,800.**

**10508 To note date of Estimates Committee Tuesday 9<sup>th</sup> November 2021**

Town Council noted the date of Estimates Committee, Tuesday 9<sup>th</sup> November 2021 and agreed that the meeting would be held at 5.30pm.

**10509 To note Annual Remembrance Service 2021:**

**a) 11<sup>th</sup> November – Commemoration Caldicot Town Centre 10:45am**

**b) 14<sup>th</sup> November – Caldicot Cross 10:45am**

Town Council noted the Annual Remembrance Services on 11<sup>th</sup> and 14<sup>th</sup> November

**10510 Community Bench project – to agree locations of 3 benches**

*(Highways permission not obtained for Chepstow Road, Church Road and Deepweir)*

**Town Council resolved to write to Chief Officers Mon CC, to raise concerns regarding permissions to locate benches on the highway.**

**10511 Reports**

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

Town Council received and noted the minutes of the CCTV User Group meeting held on 7<sup>th</sup> October 2021

**b) Governor's reports**

Cllr F Rowberry informed Town Council that interviews for a new Headteacher at Dewstow Primary School would be taking place shortly.

**c) Police Report**

No Police Report had been received.

**d) Members items for website**

No items were put forward

**e) Other**

Cllr A Easson provided an update on Monmouthshire County CAB and the following points were noted:

- 9,000 incidents were dealt with
- 2,500 to 3,000 people were helped
- This was achieved during a very difficult time, with Covid
- CAB Annual Report to be issued soon

**10512 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:

**10513 To discuss example SLA for Town Centre cleaning [b/f FTC 29.9.2021]**

Town Council noted the example SLA for Town Centre cleaning and discussed the need for consideration for costs and value for money in relation to the service that is provided. Town Council requested a copy of the existing SLA and information regarding reduced costs for 2021/2022 service.

**10514 To consider quotations for remote hybrid meeting software**

Town Council considered three quotations for remote hybrid meeting software. In considering detail of all quotations, Town Council noted that a trial period had operated for several months which had proved beneficial to attendees at meetings (both remotely and in person). It was recognised that the requirement for hybrid meetings would continue for the foreseeable future.

In view of the successful trial period, it was proposed and duly seconded that Option 1 was agreed; Heavy duty trolley, AV equipment plus support £6654.39 and Starleaf GT Mini 3330 Bundle (screen with VHD PTZ Camera, pronto cable USB and 2045 Touch Controller, microphone and room subscription) £5678.40, with Pinnaca.

**Town Council resolved to accept quotation for Heavy duty trolley, AV equipment plus support £6654.39 and Starleaf GT Mini 3330 Bundle (screen with VHD PTZ Camera, pronto cable USB and 2045 Touch Controller, microphone and room subscription) £5678.40, with Pinnaca.**

**10515 To approve minutes and consider recommendations of Personnel Committee held 10:00am, Wednesday 20<sup>th</sup> October 2021**

Staff members left the meeting whilst discussions took place.

Town Council approved the minutes and recommendations of Personnel Committee held 10:00am, Wednesday 20<sup>th</sup> October 2021, with one minor amendment to recommendation, to add the words, 'at this time'.

**The meeting ended at 8.30pm**

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Mayor/Deputy Mayor

# Cheque list

## Cheque List October 2021

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
505301	19800	03/09/21	£71.20	£11.86	£59.34	KGVPF Trident Water	Annual contract
505301	19801	03/09/21	£71.20	£11.86	£59.34	FACS Trident Water	Annual contract
505301	19802	03/09/21	£71.20	£11.87	£59.33	FACS Trident Water	Annual contract
505301	19803	03/09/21	£71.20	£11.87	£59.33	FACS Trident Water	Annual contract
505301	19804	03/09/21	£71.20	£11.87	£59.33	FACS Trident Water	Annual contract
505301	19805	03/09/21	£71.20	£11.87	£59.33	FACS Trident Water	Annual contract
505301		03/09/21	£427.20	£71.20	£356.00		
505302	19812	03/09/21	£12.15	£0.00	£12.15	ADMIN Cllr F Rowberry	Expenses
505303	19813	03/09/21	£36.39	£0.00	£36.39	CWB S King	Expenses - BKG competition engraving
505304	19815	13/09/21	£25.00	£0.00	£25.00	CWB M Vickery	BKG Castle ward winner
505305	19816	13/09/21	£15.00	£0.00	£15.00	CWB K Williams	BKG outstanding/unusual
505306	19817	13/09/21	£46.48	£7.75	£38.73	ADMIN DJB Cleaning Supplies Lte	Cleaning materials
505307	19818	13/09/21	£215.78	£35.96	£179.82	ADMIN Brighter Bills Ltd	Telephones
505308	19819	13/09/21	£25.00	£0.00	£25.00	ADMIN S King	Expenses eye test
505309	19820	13/09/21	£25.00	£0.00	£25.00	CWB A Powell	BKG Severn Ward winner
505310	19821	13/09/21	£45.00	£0.00	£45.00	CWB S Gregory	BKG Mayors special
505311	19824	21/09/21	£25.00	£0.00	£25.00	CWB C Morris	BKG Dewstow Ward winner
505312	19823	21/09/21	£795.00	£0.00	£795.00	FACS Aztec Alarms & Electrical Services	Annual service and maintenance
505313	19825	21/09/21	£10.58	£1.76	£8.82	ADMIN Complete Business Solutions Group Ltd	Stationery
505313	19826	21/09/21	£6.60	£1.10	£5.50	ADMIN Complete Business Solutions Group Ltd	Stationery
505313		21/09/21	£17.18	£2.86	£14.32		
505314	19828	29/09/21	£312.50	£0.00	£312.50	FACS L Watkins	Cemetery gates
505315	19829	29/09/21	£312.50	£0.00	£312.50	KGVPF R Morse	play area gates
505315	19830	29/09/21	£150.00	£0.00	£150.00	KGVPF R Morse	KGVPF gates
505315	19831	29/09/21	£32.00	£0.00	£32.00	FACS R Morse	TC building attendant
505315		29/09/21	£494.50	£0.00	£494.50		
505316	19850	07/10/21	£15,000.00	£0.00	£15,000.00	FACS Monmouthshire County Citizens Advice Bureau	Grant 2021/22
505317	19848	06/10/21	£5,000.00	£0.00	£5,000.00	CWB Mon CC	Campaign to highlight local support services
505318	19849	07/10/21	£151.00	£0.00	£151.00	ADMIN Post Office Ltd	postage
Total			£22,668.18	£117.77	£22,550.41		
Page Sub Total			£22,668.18	£117.77	£22,550.41		



## Direct Debits/Bank Transfer payments

AS201021	20/10/21	£10,441.60	£0.00	£10,441.60	Salaries	Salaries/Tax/NI October 2021
AU201021	20/10/21	£143.10	£6.80	£136.30	British Gas	Utilities – Sept/Oct 2021

## Bank Transfer payments (EstCttee101120)

16.9.21	16//09/21	£20.00	£0.00	£20.00	Playworks	Payslip processing September 2021
1.10.21	01/10/21	£1419.60	£236.60	£1183.00	J Ball	Cemetery Maintenance Contract September 2021
1.10.21	01/10/21	£1250.74	£208.46	£1042.28	P Villars	Bowls Green Maintenance September 2021
4.10.21	01/10/21	£1235.00	£0.00	£1235.00	Merlin Waste	Merlin Waste Dog Bins October 2021
8.10.21	08/10/21	£2365.50	£0.00	£2365.50	R Lewis	Grounds Maintenance Contract September 2021

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

### **1 To note 6-month key trial Bowls Club (end Nov 2021)**

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

Town Council noted that the trial was successful and agreed it would continue.

### **2 To consider KGVPF gates closing time for winter months (play area 8am-5pm)**

Town Council agreed to consider a late item with comments from Friends of Guiding. It was suggested that the Guides could borrow a key under the same terms as the Bowls Club and Photography Club, when required.

**Town Council resolved to open the KGVPF main gates for the winter months from 8am to 5pm.**

### **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 design and quotation for new play area gate**

Members raised several questions relating to safety and access. Town Council resolved to invite relevant Mon CC Officer and the contractor to attend a site visit to provide advice and an assess the suitability of the gate

**Town Council resolved to invite relevant Mon CC Officer and the contractor to attend a site visit to provide advice and assess the suitability of the gate**

**The meeting ended at 8.50pm**

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Mayor/Deputy Mayor