

CALDICOT TOWN COUNCIL
Minutes of Full Council held at 6.30pm
on Wednesday, 26th January 2022 at Caldicot Town Council
(Hybrid meeting held in person and via Starleaf)

Present: **Cllrs:** RJ Higginson
 J Bond (*Starleaf*) R Garrick
 W Conniff M Mitchell
 A Easson (*Starleaf*) M Stevens (*Starleaf*)
 O Edwards P Stevens (*Starleaf*)
 D Evans (*Starleaf*) R Wilsher

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

10538 Apologies

Apologies were received from Cllrs J Harris, K Harris, F Rowberry.

Town Council noted the informative presentation regarding work of Chepstow and Caldicot Lions, prior to the Town Council meeting and agreed to send a letter of appreciation.

10539 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 M Stevens and P Stevens declared personal interests in Personnel matters

10540 Open Forum for Public Participation [maximum 15 minutes at Mayor's Discretion]

A member of the public asked for an update on improvements to Cas Troggy park. In response, it was noted that Town Council were making efforts with Mon CC to progress the works.

10541 To Approve the Minutes:

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

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

ii. Minutes of Extraordinary Town Council 15th December 2021 - Mayor to sign Minutes

The Minutes of Extraordinary Town Council 15th December 2021 were approved as a true record and duly signed by the Mayor.

iii. Minutes of Planning and Resources 11th January 2022 - Mayor to sign the Minutes

The Minutes of Planning and Resources 11th January 2022 were approved as a true record and duly signed by the Mayor.

10542 Planning

A) Planning Applications Received:

DM/2021/01494: Householder. Proposed single storey rear extension. Hip to gable roof with rear dormer.

- 212 Newport Road, Caldicot NP26 4AE **DEFERRED***
**awaiting information from Mon CC*

DM/2021/01734: Discharge of Condition. DOC 2 (Phasing plan, handover and maintenance S38 agreement dated 01.10.2020 and S278 agreement dated 01.10.2020) and 3 (pump station drawing edp5822_sk003) relating to application DM/2019/01041

- Land Development South of Crick Road, Portskewett **NOTED**

DM/2021/01981: Planning Permission. Refurbishment

- Caldicot Youth Group, 1 Church Road, Caldicot, NP26 4HY **APPROVED**

DM/2021/02075: Reserved Matters. Condition 2 of outline planning permission – access, appearance, landscaping, layout and scale relating to application DM/2021/00153

- Land adjoining 73 Park Road, Caldicot, Monmouthshire **NOTED**

B) Mon CC Planning Information

i Planning Permissions:

DM/2019/01485: Discharge of conditions 5 and 11 of planning consent DM/2018/00696 (drainage strategy)

- Land Development South of Crick Road, Portskewett **Approved P&R 8.10.19**

DM/2021/01373: Advertisement Consent. Updated signage to match style of upgraded front elevation including hanging signage

- 4 Chepstow Road, Caldicot NP26 4HY **Approved P&R 12.10.21**

DM/2020/00321: Discharge of conditions: 7 (Barn Owl Mitigation Strategy), 8 (Green Infrastructure), 10 (Construction Ecological Management Plan) and 16 (Landscape management Plan) – relating to application DM/2018/00696

- Land Development South of Crick Road, Portskewett **Approved FTC 30.7.20**

DM/2021/01558: Householder. This application is for a rear single storey flat roofed extension attached to the existing conservatory to form a wet room under part M of the building regulations. The extension has been designed for future wheelchair use

- 30 Church Road, Caldicot NP26 4HN **Approved FTC 30.9.21**

DM/2021/01607: Householder. Lean to extension to rear of dwelling

- 3 Fairfield Close, Caldicot NP26 4QD **Approved P&R 13.10.21**

DM/2021/01617: Certificate of Prop Lawful Development. Building of rear single storey extension to dwelling

- 17 Goldfinch Close, Caldicot NP26 5BW **Approved FTC 28.10.21**

DM/2021/01576: Householder. Replacement of existing porch

- 5 Dewstow Close, Caldicot NP26 4JP **Approved P&R 10.11.21**

DM/2021/01646: Householder. Parking area to front of dwelling including footpath crossing - 9 Station Road, Caldicot NP26 4BU

Approved P&R 10.11.21

ii Planning Refusals:

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

- Curry Mahal, 10 Chepstow Road, Caldicot NP26 4HN **Approved P&R 14.4.21**

iii Withdrawn Applications:

DM/202101659: Householder. Two storey side, single storey rear and dormer front extensions

- 1 Wentwood View, Caldicot NP26 4QG **Approved P&R 10.11.21**

Town Council noted Planning Permissions, Planning Refusals and Withdrawn Applications

10543 Finance

i. To approve cheque list December 2021/January 2022

Town Council approved cheque list December 2021/January 2022

ii. To consider financial comparison 1.4.21-31.12.21

Town Council approved financial comparison 1.4.21-31.12.21

iii. To receive Internal Audit Interim Report 2021-2022 [b/f/P&R 11.11.2021]

Town Council commended staff for work that had been done in preparation for the 2021-2022 interim audit and noted the recommendations within the Internal Audit Interim report:

R1. The Responsible Officer and Members must ensure that when making the Award of Grant Aid the Power under which all Awards are made is properly considered and formally recorded in the Minutes of the Full Town Council and its Standing Committees with the Local Government Act 2000, s.2 (s.137) only being used as the 'Power of last resort.'

Town Council resolved to ensure that appropriate powers were used in awarding grant funding.

R2. The Town Council should expediently consider the level of funds it has invested in its accounts with the Co-op Bank and Monmouthshire Building Society and consider how the Council can best protect the public funds under its management, seeking independent financial advice in this matter, if Members deem such action appropriate.

Town Council agreed to consider correspondence from CCLA and levels of invested funds.

Town Council approved the Internal Audit Interim Report 2021-2022.

a) To consider correspondence from CCLA regarding additional investment

Town Council considered correspondence from CCLA and noted that the investment would be managed on a very low risk basis with cash deposited with up to 35 banks/building societies on a daily basis, achieving AAA-rating.

In conjunction with correspondence from CCLA, Town Council received the recommendation of the Internal Audit Interim Report 2021-2022 (R2).

Town Council resolved to invest with CCLA, ensuring that maximum of £85,000 remained in each Co-operative Bank account.

iv. To note damage to Town Council wall, caused by vehicle collision and quotations required for repair (*Police informed and incident number recorded*)

Town Council noted damage to wall caused by a vehicle collision and agreed that quotations for work would be requested.

v. To approve Mon CC Monthly Playground Inspections 2022/23 - £595.56

Town Council resolved to approve Mon CC Monthly Playground Inspections 2022/23 - £595.56

vi. To approve invoice Town Cleansing and Sweeping 2021/2022 (contribution towards manual sweeping) - £21,537.81 + VAT [*b/f FTC 24.11.2021 – request for discount*]

Mon CC were unable to approve a discount, as the service had been covered by the cleansing team throughout the whole of 2021/2022.

Town Council approved invoice Town Cleansing and Sweeping 2021/2022 (contribution towards manual sweeping) - £21,537.81 + VAT.

a) Town Council agreed payment in 2 instalments for 2020/21, quarterly thereafter

b) To consider contribution for Town Cleansing and Sweeping 2022/23 - £22,076.26

Town Council resolved to approve contribution for Town Cleansing and Sweeping 2022/23 - £22,076.26 and agreed to pay the invoice in quarterly instalments.

Town Council requested that Mon CC provide schedules of cleansing times, in order to clarify when the service had operated.

10544 Members Items of Business:

a) Cllr F Rowberry – Dog Waste Bins

In the absence of Cllr F Rowberry, the item was presented by Cllr R Garrick. Reports are continually received regarding overflowing dog bins along the spinal path near Cas Troggy park. It was proposed that two additional bins are sited along the spinal path to help alleviate the problem. An update was requested regarding the relocation of the bin at Heol Sirhowy.

Town Council resolved to place two additional dog waste bins along the spinal path near Cas Troggy park.

Town Council acknowledged that extra costs would be incurred for collection of overflowing bins and agreed to approve costs incurred for extra collections.

10545 Notes of Town Council meeting with Mon CC re: Levelling Up Fund and Leisure Developments – 5:30pm, 24th November 2021

Town Council received the notes of Town Council meeting with Mon CC re: Levelling Up Fund and Leisure Developments.

It was noted that a second bid would be submitted by Mon CC for 2022, as 2021 bid had been unsuccessful. Mon CC had advised that Town Council would be consulted on proposals.

10546 To approve use of Town Council building for Election, Thursday 5th May 2022

Town Council approved the use of Town Council building for Election, Thursday 5th May 2022

10547 To consider support for Caldicot Town Team application for Mon CC Transforming Towns Funding

The Town Council expressed support for the Caldicot Town Team application for Mon CC Transforming Towns Funding. It was noted that further details were required for the application to be submitted on behalf of Caldicot Town Team.

Town Council agreed that Caldicot Town Team would be invited to attend Planning & Resources Committee meeting 8th February, the purpose would be to provide further information and details regarding the application, and a cost breakdown. In addition Caldicot Town Team would be invited to discuss arrangements for the Queens Jubilee.

It was noted that following a members item of business at a previous meeting, additional information had been requested from Caldicot Town Team regarding the accounts and Directors report.

10548 Reports

a) Reports from Town Council Representatives on Outside Bodies

CCTV - Cllr P Stevens informed Town Council that the next CCTV Users Meeting would be held 8th February 2022. It was noted that anti-social behaviour would be raised, in addition to problems with existing CCTV which would be discussed.

Options would be explored at the CCTV meeting regarding an additional camera at Oakley Way, Caldicot.

Town Council were reminded that a meeting had been arranged with the Police Commissioner and Local Inspector. The meeting would be held remotely on 1st February 2022.

b) Governor's reports

There were no Governor's Reports

c) Police Report

The Police Report had not been received. Town Council raised concerns regarding press reports about a 'crime wave' in Caldicot. It was noted that there had been anti-social behaviour in the town. Town Council requested further attendance by police at meetings.

Matters were noted which could be discussed with the Police Inspector and Police and Crime Commissioner, these were, antisocial behaviour in Caldicot, bikes/cyclists in Town Centre, substance misuse, police presence/visible patrols.

d) Members items for website

No items were put forward for the website

e) Other (Clerks Report)

Clerk's Report

Play provision MCC – Town Council expressed continued support for play provision 2022.

MIND Monmouthshire – MIND Monmouthshire would be invited to a meeting to provide an update on the provision in Caldciot.

Town Council noted the Clerks report.

Climate Change Working Group – following an item of business raised at a meeting by Cllr W Conniff, Town Council were advised that the first meeting of the group had been held and discussed initial steps, such as planting trees for the Queens Jubilee and energy efficiency measures. It was suggested that school governors could discuss with schools potential ideas for a time capsule.

10549 To note actions/updates from previous meetings

[The list includes updates on actions from previous meetings – where decisions are required on any matters, members should request that an item is included on a future agenda]

The following points were noted regarding actions/updates from previous meetings:

- Litter bins – Councillors to suggest ward locations for litter bins (to be put forward to Cllr J Bond by 8.2.2022)
- Town Team accounts and Director's Report – awaiting response to questions
- KGVPF Play Area Gate – contact Mon CC Play Inspection Team
- Bus shelters – Mon CC to assess shelters for suitability
- Community Thank You Event – date to be set for February meeting
- Meeting with Police arranged for 1st February 2022 at 5pm
- Cas Troggy Park – 3 availability dates provided by Mon CC. Clarification on venue to be confirmed
- Local School Development – Mon CC Education Officers to be invited to a meeting
- Final decision on Newport Road closure to be sought

10550 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:

10551 To consider recommendations from Personnel Committee meeting, held Tuesday 25th January 2022

Town Council noted that the minutes had not been circulated.

The meeting ended at 8.15pm

Mayor/Deputy Mayor

Payment Reference list

December 2021/January 2022

Payment Reference	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
505341	19888	11/11/21	£52.48	£8.75	£43.73	ADMIN Konica Minolta	photocopying (o/s july)
505342	19940	23/12/21	£48.00	£0.00	£48.00	FACS R Morse	TC Building security
505343	19941	23/12/21	£90.31	£15.05	£75.26	KGVPF STRI	Bowls green inspection Nov
505344	19942	23/12/21	£218.22	£36.37	£181.85	ADMIN Brighter Bills Ltd	Telephone
505344	19943	23/12/21	£219.17	£36.53	£182.64	ADMIN Brighter Bills Ltd	Telephone
505344		23/12/21	£437.39	£72.90	£364.49		
505345	19944	23/12/21	£4,482.00	£747.00	£3,735.00	FACS City Illuminations	remote switch on equipment - christmas lights switch on
505345	19945	23/12/21	£13,140.00	£2,190.00	£10,950.00	FACS City Illuminations	install and removal of christmas lights for switch on event
505345		23/12/21	£17,622.00	£2,937.00	£14,685.00		
505346	19946	23/12/21	£73.57	£12.26	£61.31	FACS Trident Water	quarterly contract
505346	19947	23/12/21	£73.57	£12.26	£61.31	FACS Trident Water	quarterly contract
505346	19948	23/12/21	£73.57	£12.26	£61.31	FACS Trident Water	quarterly contract
505346	19949	23/12/21	£73.57	£12.26	£61.31	FACS Trident Water	quarterly contract
505346	19950	23/12/21	£73.57	£12.26	£61.31	FACS Trident Water	quarterly contract
505346	19951	23/12/21	£73.58	£12.27	£61.31	KGVPF Trident Water	quarterly contract
505346		23/12/21	£441.43	£73.57	£367.86		
505347	19952	23/12/21	£90.00	£15.00	£75.00	KGVPF J Reece	connifer hedge maintenance KGVPF
505347	19953	23/12/21	£306.00	£51.00	£255.00	FACS J Reece	annual cutting copse sandy lane
505347		23/12/21	£396.00	£66.00	£330.00		
505348	19954	23/12/21	£41.26	£6.88	£34.38	ADMIN Complete Business Solutions Group Ltd	Stationery
505349	19925	23/12/21	£552.00	£92.00	£460.00	ADMIN Auditing Solutions	Interim audit 2021-2022
505350	19926	23/12/21	£15.00	£0.00	£15.00	FACS Mon CC	Allotment rent
505351	19927	23/12/21	£375.00	£0.00	£375.00	ADMIN St David's Hospice Care	Mayors Charity donation 2020/2021
505352	19928	23/12/21	£375.00	£0.00	£375.00	ADMIN Wales Air Ambulance	Mayors Charity donation 2020/2021
505353	19968	12/01/22	£107.98	£18.00	£89.98	FACS Mon CC	Energy and maintenance - lighting
505354	19969	12/01/22	£40.00	£0.00	£40.00	ADMIN Information Commissioner	Data protection fee renewal
505355	19970	12/01/22	£312.50	£0.00	£312.50	KGVPF R Morse	KGVPF gates
505355	19971	12/01/22	£150.00	£0.00	£150.00	KGVPF R Morse	KGVPF gates
505355	19972	12/01/22	£56.00	£0.00	£56.00	FACS R Morse	TC building attendance
505355		12/01/22	£518.50	£0.00	£518.50		
Page Sub Total			£21,112.35	£3,290.15	£17,822.20		
Running Sub Total			£21,112.35	£3,290.15	£17,822.20		

Payment Reference list

December 2021/January 2022/21

Payment Reference	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
505356	19973	12/01/22	£312.50	£0.00	£312.50	FACS L Watkins	Cemetery gates
505357	19975	12/01/22	£6,814.08	£1,135.68	£5,678.40	ADMIN Pinnaca (BCS Global Ltd)	Remote meeting equipment
505357	19976	12/01/22	£144.00	£24.00	£120.00	ADMIN Pinnaca (BCS Global Ltd)	Remote meeting equipment
505357		12/01/22	£6,958.08	£1,159.68	£5,798.40		
505358	19965	12/01/22	£1,450.00	£0.00	£1,450.00	ADMIN Caldicot Town Team	Transforming Towns funding MCC
505359	19974	12/01/22	£1,100.00	£0.00	£1,100.00	ADMIN Caldicot Events Committee	Transforming Towns Funding MCC
Total			£30,932.93	£4,449.83	£26,483.10		

Direct Debits/Bank Transfer payments

AS200122	Dec 21/Jan 22	£24,650.56	£0.00	£24,650.56	Salaries	Salaries/Tax/NI December 2021 – January 2022
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Bank Transfer payments (EstCttee101120)

18.11.21/10.12.21	Nov/Dec 21	£20.00	£0.00	£20.00	Playworks	Payroll Bureau November/December 2021
10.12.21/10.1.22	Dec 21/Jan 22	£2652.00	£442.00	£2210.00	J Ball	Cemetery Maintenance Contract November/December 2021
10.12.21/10.1.22	Dec 21/Jan 22	£2501.48	£416.92	£2084.56	P Villars	Bowls Green Maintenance November/December 2021
10.12.21/10.1.22	Dec 21/Jan 22	£2902.50	£483.75	£2418.75	Merlin Waste	Merlin Waste Dog Bins December 2021/January 2022
10.12.21/10.1.22	Dec 21/Jan 22	£2711.00	£0.00	£2711.00	R Lewis	Grounds Maintenance Contract November/December 2021