

CALDICOT TOWN COUNCIL
Minutes of Full Council held at 6.30pm
on Wednesday, 30th March 2022 at Caldicot Town Council
(Hybrid meeting held in person and via Starleaf)

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

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

10582 Apologies

Apologies were received from Cllrs J Bond, R Garrick, P Stevens and R Wilsher.

10583 Declarations of Interest - to be identified under the relevant item/forms to be completed

Cllrs A Easson, D Evans, RJ Higginson declared personal interests in item 10585 (Planning) as members of Mon CC Planning Committee. Cllr M Stevens declared a personal interest in all Personnel matters as a relative to a member of staff.

10584 To Approve the Minutes:

i. Minutes of Full Town Council 23rd February 2022 - Mayor to sign the Minutes.

The Minutes of Full Town Council 23rd February 2022 were approved as a true record and duly signed by the Mayor

ii. Minutes of Extraordinary Town Council 8th March 2022 - Mayor to sign Minutes

The Minutes of Extraordinary Town Council 8th March 2022 were approved as a true record and duly signed by the Mayor.

a) Confidential Report of Minutes of Extraordinary Town Council 8th March 2022

Cllr M Stevens declared a personal interest as a relative of a staff member.

Town Council resolved to discuss the confidential report under minute number 10591.

10585 Planning

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

A) Planning Applications Received:

DM/2022/00391: Householder. Erection of a single storey outbuilding in the rear garden. New parking space, associated boundary fence alteration and new crossover.

- 24 Chepstow Road, Caldicot NP26 4HY **APPROVED**

DM/2022/00428: Planning Permission. Proposed new house on land.

- Caldicot Fire Station, 118 Newport Road, Caldicot NP26 4BT **APPROVED**

DM/2022/00379: Householder. Single storey side and rear extension.

- 12 Cae Mawr Grove, Caldicot, NP26 4EY **APPROVED**

DM/2021/02082: Digging out front garden for extra parking.

- 3 Tennyson Road, Caldicot NP26 4LJ

APPROVED

DM/2022/00241: Planning Permission. The proposed construction of surface water apparatus to serve the development of a new care home and residential dwellings approved under planning ref: DM/2018/00696.

- Land Development South of Crick Road, Portskewett

NOTED

DM/2022/00331: Outline Planning Permission. Development of commercial units suitable for use classes B1, B2 and B8 plus associated external works.

- Land at Severn Bridge Industrial Estate, Pill Row, Caldicot

APPROVED

B) Mon CC Planning Information

i Planning Permissions:

DM/2021/00892: Planning Permission. Erection of 2 no. two-storey detached houses with garages and associated access in part of the rear garden.

- Prospect House, 72 Chepstow Road, Caldicot NP26 4HZ **Approved P&R 8.6.2021**

DM/2021/02020: Householder. 2 storey side extension, single storey rear extension and first floor dormer extension to the front.

- 1 Wentwood View, Caldicot NP26 4QG

Approved P&R 11.1.2022

DM/2021/00042: Planning Permission. Knock down existing old porch and replace with new improved porch.

- 148 Castle Lea, Caldicot NP26 4HS

Approved FTC 8.2.2022

DM/2021/02073: Householder. Two storey side extension and conversion of garage to playroom.

- 32 Goldfinch Close, Caldicot NP26 5BX

Approved FTC 8.2.2022

Town Council noted Planning Permissions.

10586 Finance

- i) To approve cheque list March 2022

Town Council approved cheque list March 2022

- ii) To consider renewal of One Voice Wales membership - £1578 2022/2023

Town Council approved renewal of One Voice Wales membership - £1578 2022/2023

- iii) To confirm investment £100,000 from Co-operative Bank to CCLA [b/f FTC 26.01.2022]

Town Council confirmed investment of £100,000 from Co-operative Bank to CCLA

- iv) To ratify approval of 2021-22 National Salary Award, from 1.4.21 (Extraordinary FTC 26.1.22)

Town Council ratified the approval of 2021-22 National Salary Award, from 1.4.21

- v) To consider Apex Computer Services Annual Maintenance Contract 1.4.22 to 31.3.24, 2-Year subscription renewal - £1,540.00 + VAT

Town Council approved Apex Computer Services Annual Maintenance Contract – 2-Year subscription renewal from 1.4.22 to 31.3.24 – £1,540.00 + VAT

10587 To approve minutes of Personnel Committee held on Monday 21st March 2022

Cllr M Stevens declared a personal interest as a relative of a staff member.

Town Council approved the minutes of Personnel Committee held on 21st March 2022

a) Confidential Report A

Town Council resolved to discuss the confidential report A under minute number 10591.

10588 To approve minutes of Health and Safety Committee meeting held on Tuesday 22nd March 2022 and consider recommendations

Town Council considered recommendations of Health and Safety Committee meeting held on Tuesday 22nd March 2022:

- Health and Safety Committee recommended proceeding with the play area gate
- Health and Safety Committee recommended that, due to the nature of the cemetery, alternative items/materials would not be permitted.

Town Council approved the minutes of Health and Safety Committee held on 22nd March 2022

Town Council noted that requests had been received in relation to alternative headstones/benches. Due to the nature of the lawn cemetery, Health and Safety maintenance and for continuity, it was agreed that alternative items should not be permitted.

Town Council approved Health and Safety Committee recommendation, due to the nature of the cemetery, alternative items/materials would not be permitted.

Town Council resolved to discuss recommendation regarding play area gate, under Part B King George V Playing Fields.

10589 To note Clerk's Report

Councillors were asked to identify training requirements. It was suggested that a training timetable and further information would be requested from One Voice Wales.

Town Council noted two items of correspondence from MIND Monmouthshire, one regarding employment tribunal case and one letter of appreciation from service user. It was noted that financial support for MIND Monmouthshire had been agreed at a previous meeting.

Town Council noted the Clerk's Report.

10590 Resolved – Exclusion of the 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:

10591 Confidential Report of Personnel Committee held 21st March 2022

Cllr M Stevens declared a personal interest as a relative of a staff member.

Town Council approved Confidential Report of Personnel Committee held 21st March 2022.

Town Council considered Confidential Report of Minutes of Extraordinary Town Council 8th March 2022

Town Council approved Confidential Report of Minutes of Extraordinary Town Council held 8th March 2022.

The meeting ended at 7.00pm

Mayor/Deputy Mayor

Payment Reference list

March 2022

Payment Reference	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
505379	20044	24/02/22	£395.00	£0.00	£395.00	KGVPF A Sanders Ecology	Ecology report compound project
505380	20045	24/02/22	£28.00	£0.00	£28.00	FACS G Harris	window cleaning
505381	20046	24/02/22	£95.00	£0.00	£95.00	ADMIN Caer	Health Services
505382	20047	24/02/22	£7,985.27	£1,330.88	£6,654.39	ADMIN BCS Global	Pinnaca Starleaf meeting room equipment
505383	20048	24/02/22	£11.26	£0.00	£11.26	ADMIN Complete Business Solutions Group Ltd	stationery
505384	20049	24/02/22	£14.88	£0.00	£14.88	KGVPF Dwr Cymru	KGVPF water
505385	20065	08/03/22	£256.00	£0.00	£256.00	ADMIN Post Office Ltd	postage
505386	20063	08/03/22	£52.00	£0.00	£52.00	FACS R Morse	TC building security
505386	20064	08/03/22	£55.65	£0.00	£55.65	FACS R Morse	TC building security
505386		08/03/22	£107.65	£0.00	£107.65		
505387	20062	08/03/22	£50.40	£8.40	£42.00	ADMIN Edge IT Systems	Finance support
505388	20061	08/03/22	£528.00	£88.00	£440.00	FACS P&P Pest Control	Contract Feb 2022 one year
505389	20060	08/03/22	£85.04	£14.17	£70.87	ADMIN Complete Business Solutions Group Ltd	stationery
505390	20073	11/03/22	£13,211.95	£2,201.99	£11,009.96	FACS Mon CC	Jubilee way toilets
505391	20076	15/03/22	£911.00	£0.00	£911.00	ADMIN One Voice Wales	Consultancy fees - recruitment
505392	20077	15/03/22	£100.00	£0.00	£100.00	CWB Urdd National Eisteddfod	Grant donation
505393	20078	15/03/22	£1,500.00	£0.00	£1,500.00	CWB Noahs Ark Childrens Hospital Charity	Grant donation
505394	20079	15/03/22	£282.00	£47.00	£235.00	FACS Steroplast Healthcare Ltd	Replacments pads/batteries for defibs
505395	20080	18/03/22	£441.43	£73.57	£367.86	FACS Trident Water	Quarterly legionella testing
505396	20081	18/03/22	£312.50	£0.00	£312.50	FACS L Watkins	Cemetery gates
505397	20082	18/03/22	£312.50	£0.00	£312.50	KGVPF R Morse	KGVPF gates
505397	20083	18/03/22	£150.00	£0.00	£150.00	KGVPF R Morse	KGVPF gates
505397	20084	18/03/22	£32.00	£0.00	£32.00	FACS R Morse	TC building security
505397	20085	18/03/22	£111.30	£0.00	£111.30	FACS R Morse	Cleaning cover
505397		18/03/22	£605.80	£0.00	£605.80		
Total			£26,921.18	£3,764.01	£23,157.17		

Direct Debits/Bank Transfer payments

AS200322	March 22	£9,842.33	£0.00	£9,842.33	Salaries	Salaries/Tax/NI March 2022
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Bank Transfer payments (EstCttee101120)

02.3.22/18.3.22	Feb/March 22	£40.00	£0.00	£40.00	Playworks	Payroll Bureau February/March 2022
8.3.22	February 22	£1,789.99	£298.33	£1,491.66	J Ball	Cemetery Maintenance Contract February 2022
8.3.22	February 22	£1,250.74	£208.46	£1,042.28	P Villars	Bowls Green Maintenance February 2022
8.3.22	March 22	£1,290.00	£215.00	£1,075.00	Merlin Waste	Merlin Waste Dog Bins March 2022
8.3.22	February 22	£1,355.50	£0.00	£1,355.50	R Lewis	Grounds Maintenance Contract February 2022
8.3.22	February 22	£13,512.00	£2,252.00	£11,260.00	J Reece	KGVPF – MUGA project demolition

PART B – KING GEORGE V PLAYING FIELDS TRUSTEE

1. To note demolition of Compound building (removed from Asset Register)

Town Council noted the demolition of the Compound building and its removal from the Asset Register.

a) Town Council received notes of Compound Working Group held Thursday 17th March 2022

2. Play Area Gate

Town Council considered recommendation of Health and Safety Committee meeting held 22nd March 2022, regarding play area gate (item originally considered at Town Council meeting October 2021).

Discussions had been held at previous Town Council meetings regarding a second gate to the play area, which would be a self-closing safety gate.

Information had been requested from Mon CC regarding DDA requirements for an additional gate. It had been confirmed that the gate would meet compliance (minimum width 1.2mtr and yellow or red for visibility).

No concerns had been raised regarding the location of the gate, although it was noted that it would have to open inwards to the park because of the footpath. A councillor expressed concern that the location of the gate could be a health and safety issue.

Upon being put to the vote (9 in favour, 1 against, 1 abstention) it was agreed to proceed with second play area gate.

Town Council resolved to approve installation of second play area gate.

3. Resolved – Exclusion of the 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 quotations for fence KGVPF

Town Council considered quotation for repair to wire fence and erection of wooden support structure (rear of Guide Hut/Bowls club allotments).

Town Council accepted quotation from R Lewis, for fence at KGVPF - £2,750.00

5. Compound Project – to consider quotation for ground levelling work prior to surface testing

Town Council considered an extension to the contract regarding demolition of compound building, which related to removal of concrete and levelling work.

Town Council accepted the quotation from J Reece - £1,300.00 + VAT

The meeting ended at 7:10pm

Mayor/Deputy Mayor