

CALDICOT TOWN COUNCIL
Minutes of Town Council held at 18:30 on Wednesday,
28th February 2024 at Caldicot Room Suite 3, Castlegate Business Park

Present: Cllr M Mitchell – Town Mayor
Cllr F Rowberry - Deputy Mayor
Cllr A Easson
Cllr R Grumbach
Cllr RJ Higginson
Cllr A Lewis
Cllr A Mayo
Cllr G Owen
Cllr IR Shillabeer
Cllr M Stevens
Cllr R Wilsher
Cllr J Woodfield

Also present: L Gillespie – Deputy Clerk
L Wallington – Admin
J Crandon – Community Safety Officer
A Mason – Community Safety Officer
E Sowery – Police Inspector
Public x2

10916 Welcome

The Town Mayor welcomed everyone to the meeting.

10917 Apologies for Absence

RESOLVED to note that apologies were received from:

Cllr W Conniff – personal commitment
Cllr W Sage – personal commitment
Cllr P Strong – personal commitment

Cllr M Stevens would like it noted that they will never provide a reason for an apology.

10918 Declarations of Interest

Cllr A Easson declared a personal non-prejudicial interest as a member of Monmouthshire County Council Planning Committee.

10919 Public Question Time and Participation

A question was received from a member of the public regarding a heat source pump and if a grant can be applied for. Council informed the public that the building refurbishment would need to be paused to apply for a grant, as a grant is not able to be applied for retrospectively.

10920 Minutes

RESOLVED to approve the following minutes / notes and the recommendations contained therein:

- i) Minutes of Full Town Council Meeting 31st January 2024
- ii) Minutes of Extraordinary Full Town Council Meeting 9th February 2024
- iii) Notes of 50 Years of Caldicot Working Group Meeting 16th February 2024

RESOLVED to approve subject to the following amendments:

- Apologies were received from Cllr M Stevens
- Cllr R Grumbach declared an interest as a member of Caldicot Events Committee

- iv) Minutes of Personnel Committee Meeting 21st February 2024

10921 Report from Monmouthshire Councillors

Members noted the following updates:

- Replacement Local Development Plan successful, 50% of properties will be affordable or rent supported.
- Mon CC planned charge for food waste bags will be scrapped.
- Precept to increase by 7.8%.
- Personnel safety training undertaken by a Cllr recommended to be given to all Cllrs.

RESOLVED to distribute training booklet to office for sharing with Cllrs.

10922 Report from Gwent Police

Members received a verbal report from Gwent Police on matters pertaining to Caldicot. Members raised concerns and noted the following points:

- There has been a national increase in shoplifting and theft
- There are six Police Community Support Officers for south Monmouthshire, three of which cover Caldicot
- Incidents of parking at The Cross are being observed
- A concern was raised regarding public morale and the Police. Council acknowledged that demand determines Police presence and reports from the public are needed in order to investigate. Caldicot has a low demand for Police presence.
- Positive information is not being communicated to the community. Council noted that not all information can be publicised. Council acknowledged that information would only be statistics with no context.

RESOLVED for Mayor and Deputy Mayor to meet with E Sowery to discuss distribution of leaflets and publications.

10923 Room Hire Cost for Interviews

RESOLVED to note the room hire cost for interviews at £20 for half a day and £40 for a full day.

10924 WHO Age Friendly Survey

RESOLVED to note the WHO Age Friendly Survey.

10925 CCTV Service Provision

Members received a presentation from the Community Safety Officers and noted the following points:

- Members noted the quantity of cameras within Caldicot and their locations
- Previous issues with cameras have been resolved
- Signal links have been upgraded to provide a more robust, stronger signal
- Meetings are held with Police to understand crime trends
- Cameras are set on a viewpoint. Operators can concentrate on an issue when reported and provide updates to the Police.
- GDPR restricts camera coverage and access. Police, legal solicitors and insurance companies can access information. Public must make a request to Police.
- Upgrades and additional cameras continue

RESOLVED for Caldicot Town Council to be informed of all faults on cameras.

RESOLVED for Council to discuss camera positions before 13th April.

RESOLVED for J Crandon to provide presentation to clarify cameras and coverage.

10926 Gwent Music

RESOLVED to note the invitation to Gwent Music's Charity Music Showcase.

10927 King Charles III Portrait

Members considered purchasing a portrait of King Charles III.

RESOLVED to purchase King Charles III portrait.

10928 Caldicot Town Council Building

Members received the following updates in relation to the refurbishment of the Caldicot Town Council building:

- The office hatch will be accessibility friendly, however it will not have to conform to legal requirements as it is not a counter surface.
- Damp has been identified in the cavity wall. The bricks are being tested to determine if the wall will dry out. Council noted that the cavity wall may need to be removed. Council acknowledged the duty of care it has to staff and members of the public.
- Refurbishment works are still on target to be completed in April and remain within budget

RESOLVED to approve the additional cost for the heating system at £10,667.00 + VAT

10929 Review of current contract obligations of CTC of the requirement of Mon CC in relation to the Forward Plan 2023-2027 of the objectives and values therein

Council were informed that a monthly Clerk report was previously distributed in Full Town Council reports, covering actions, outcomes and achievements. Council acknowledged that an informal meeting is being held with contractors to discuss various issues and concerns within Caldicot.

RESOLVED to approve for Clerk's report to continue once a Clerk is appointed.

10930 Finance

- i) Members are asked to consider and confirm the attached payment schedule

Council noted the error in the document name being the financial comparison and not the payment schedule.

RESOLVED to accept the payment schedule.

- ii) Members are asked to consider a Grant application received by the 50 Years of Caldicot Working Group in relation to a time constraint request from Caldicot Musical Theatre Society

RESOLVED to approve the £150.00 grant request from Caldicot Musical Theatre Society for the '70s quiz'.

10931 Planning Applications

- i) **Planning Applications for consideration:**

- **DM/2024/00151:** The project proposes updates to the façade of Holman House. The proposal is only related to the external face and associated areas. Holman House, 36-38 Newport Road, Caldicot, NP26 4BQ

RESOLVED to approve.

- **DM/2024/00163:** New signage and lighting to replace existing as per visual supplied. The Haywain, 34 Sandy Lane, Caldicot NP26 4NE

RESOLVED to approve with observations about position of signage.

- **DM/2024/00095:** Single storey wrap around extension. 12 Castle Gardens, Caldicot NP26 4QP

RESOLVED to approve.

- **DM/2024/00109:** Single-storey rear extension to provide Dining Room, Utility and Shower Room. Enlargement of existing dormers. Alterations to previously converted attached garage including raising the height of the flat roof. Erection of a detached garage within the curtilage. 14 Kestrel Close Caldicot Monmouthshire NP26 5RA

RESOLVED to approve.

ii) **MCC Approved Planning Applications**

Members noted the following approved planning applications:

- **DM/2023/01739:** Change of use from Class A3 (Café/Restaurant) to a Tanning Salon. 13 Wesley Buildings, Newport Road, Caldicot, NP26 4LY
- **DM/2023/01768:** Single storey rear extension with a gable pitched roof and velux rooflights, and a single storey side extension to an existing side extension to form a ground floor wc. The application also includes a flat roofed outbuilding to incidental to the host dwelling, it measures 40sqm internally. 9 The Avenue Caldicot Monmouthshire NP26 4AB
- **DM/2023/01633:** Internal alterations and block up side entrance and provide new front entrance. Caldicot Town Council Offices, Sandy Lane, Caldicot, NP26 4NA Members noted the approved planning application

10932 Any new matters relating to the town not included elsewhere on the agenda

Council were informed that Paul Matthews, Chief Executive of Monmouthshire County Council has been diagnosed with a serious illness.

RESOLVED to send a letter of support to Paul Matthews.

RESOLVED for Cllr Lewis to add item of business to next agenda, relating to the matters of Active Travel on Church Road, Caldicot.

10933 Date of Next Meeting

- i) **RESOLVED** to note that the date of the next meeting of Full Council be held on Wednesday 20th March 2024 at 5:00pm.

RESOLVED to note the date of future meetings.

- ii) **RESOLVED** to reconsider date of Climate Change Working Group due to Chair being absent.

RESOLVED to agree that the date of the next Grants Committee be held on Friday 15th March 2024.

10934 Exclusion of Press and Public

Resolved 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.

COUNCIL IN PRIVATE SESSION

10935 Appointment of part-time short-term contract for administrative assistant

RESOLVED to approve.

Meeting ended at 20:45pm

Signed Date

Town Mayor

DRAFT