

CALDICOT TOWN COUNCIL

Minutes of Caldicot Town Council held at 18:30 on Wednesday, 27th March 2024 at Caldicot Room Suite 3, Castlegate Business Park

Present: Cllr M Mitchell – Town Mayor
Cllr F Rowberry – Deputy Town Mayor
Cllr J Bond
Cllr W Conniff
Cllr A Easson
Cllr R Grumbach
Cllr RJ Higginson
Cllr A Mayo
Cllr R Shillabeer
Cllr R Wilsher
Cllr J Woodfield

Also present: L Wallington – Admin
A Wilson – Locum Clerk
Members of the Public x6

10936 Welcome

The Town Mayor welcomed everyone to the meeting.

10937 Apologies for Absence

RESOLVED to note that apologies were received from:

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

Apologies were also received from Cllr M Stevens and Cllr G Owen via Cllr A Easson.

10938 Declarations of Interest

Cllr J Bond and Cllr A Easson declared personal non-prejudicial interests as members of the Monmouthshire County Council Planning Committee.

10939 Public Question Time and Participation

Members of the Public presented the following queries:

- Members received a request from Sandy Lane allotments holders to install a padlock on the entrance gate to Sandy Lane Allotments. Members were presented with a key padlock.

RESOLVED for Admin to research a bespoke padlock with authorised numbered keys, to prevent duplication of keys and unauthorised access to the allotment.

- Members received a query regarding the Active Travel route from Caldicot to Portskewett. Members informed the Public that grant funding for the development of the Active Travel route was provided by Welsh Government of which Monmouthshire County Council applied for. Members informed the Public that the Active Travel route has not been funded by Caldicot Town Council.

- Members of the Public informed Town Council of the issues occurring at West End.

10940 Fly Tipping in West End Ward

Members proposed and approved to move the Member's Item Fly Tipping in West End Ward to the front of the agenda due to members of the Public being in attendance regarding the matter.

The Mayor suspended Standing Orders to invite members of the Public to speak.

Members of the Public informed Town Council of the issues occurring at West End and the concerns regarding the matter. Public members were informed that the issues are a Monmouthshire County Council matter. Members of the Public were provided with a verbal update on the matter. It was acknowledged that Gwent Police, Monmouthshire County Council Environmental Health and South Wales Fire and Rescue are involved. Members noted that the Public Right of Way has been obstructed.

The Mayor reinstated Standing Orders.

Members considered the matters occurring in West End Ward.

RESOLVED to write to MCC regarding the environmental issues that are occurring in West End Ward and for urgent action to be taken.

10941 Minutes

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

- i) Minutes of Full Town Council Meeting 28th February 2024
- ii) Minutes of Health and Safety Committee Meeting 6th March 2024
- iii) Notes of Town Council Building Working Group Meeting 6th March 2024
- iv) Notes of Allotments Committee Meeting 8th March 2024
- v) Notes of 50 Years of Caldicot Working Group Meeting 8th March 2024
- vi) Minutes of Grants Committee Meeting 15th March 2024
- vii) Minutes of Personnel Committee Meeting 19th March 2024
- viii) Minutes of Grants Committee Meeting 20th March 2024

10942 Report from Monmouthshire Councillors

Members were informed of the following:

- Monmouthshire Council Tax increased by 7.8% following consideration to improve the Social Care sector.
- Active Travel to implement a pedestrian crossing at Caldicot Comprehensive School and improve access from Caldicot to Portskewett via Caldicot Castle Country Park.

RESOLVED to contact N Toole regarding the pedestrian crossing at Caldicot Comprehensive School.

10943 Report from Gwent Police

Members received the report from Gwent Police. Members were informed of the incident that occurred at The Haywain on Sandy Lane, Caldicot and acknowledge that Gwent Police have requested CCTV footage.

RESOLVED to receive an update from Gwent Police regarding PCSOs in Caldicot

10944 CCTV Service Provision

Members acknowledged the benefits of the current CCTV Service Provision. Members noted that they would like to be informed of issues with the system. Members were informed that the West End camera has been resolved and noted the electrical issues occurring with a separate camera.

RESOLVED to agree in principle subject to receiving the Monmouthshire CCTV Scheme Strategy Document.

10945 Dog Bins in Caldicot

Members were informed that regular spot checks are performed by a Councillor. Members considered that all Councillors should complete spot checks and identify dog waste bin usage within their ward. Members acknowledged that dog waste bins are only for dog walkers to dispose of dog waste and should not come from residents' houses. Members would like to inform the Public that dog waste can be disposed of in black waste bags.

RESOLVED to inform the Public regarding dog waste disposal methods.

RESOLVED for Members to carry out spot checks of dog waste bins within their ward.

RESOLVED to receive Schedule of Contract from Merlin Environmental Services.

10946 Temporary Traffic Regulation

RESOLVED to note the Temporary Traffic Regulation.

10947 IT Service Provision

Members considered the IT Service Provision contract and required clarification on the payment schedule.

RESOLVED for Locum Clerk to examine the payment schedule.

10948 Caldicot Town Council Building

Members received a verbal update regarding the Town Council building. Members would like it noted that the Deputy Clerk is to be commended for their effort regarding the building refurbishment.

10949 End of Year Accounts

Members were advised on the End of Year Accounts report and were informed of the ear-mark process and general reserve process.

RESOLVED to approve that surplus grant funding to be deposited into the grant budget.

10950 Training for Councillors

Members were informed of the benefits to training.

RESOLVED to note the additional training dates.

10951 Biodiversity Ecosystem Resilience Plan

RESOLVED for Environmental Working Group to consider.

10952 Complaints Procedure

RESOLVED for Personnel Committee to consider.

10953 Allotment Tenancy Agreement

Members noted that the item must be considered in confidential session as it is a policy of Town Council.

RESOLVED for Allotments Committee to consider in confidential session.

10954 Finance

i) Payment Schedule

Members acknowledged that more invoices are to be paid in the 2023/24 financial year.

RESOLVED to approve the Payment Schedule

10955 Welsh Government Complaints Consultation

Members acknowledged the Welsh Government NHS Complaints Consultation.

RESOLVED to promote Welsh Government NHS Complaints Consultation on the Caldicot Town Council website and social media.

RESOLVED for Locum Clerk to contact the Quality and Nursing Division, Welsh Government.

10956 Planning

i) Planning Applications for consideration:

- **DM/2024/00204:** Dormer loft extension with gabled roof. 9 Wentwood View, Caldicot, NP26 4QG

RESOLVED to approve.

- **DM/2024/00263:** To change the use of the building from the existing A3 cafe/shop, to a D1 children's day nursery. Ladybird Craft Centre 62 - 64 Newport Road Caldicot NP26 4BR

RESOLVED to approve.

- **DM/2024/00222:** Proposed construction of two storey side extension to extend above existing garage. 17 Stafford Road, Caldicot, NP26 5DE

Members acknowledged the concerns from neighbouring residents.

RESOLVED to agree in principle subject to the consideration by MCC Planning Committee and the acknowledgement of the concerns raised by neighbouring residents.

ii) **MCC Approved Planning Applications:**

Members noted the following approved planning applications:

DM/2023/00120: Planning Permission – Proposed demolition of existing single garage and erection of 1No single storey bungalow within the confines of No 16 Linnet Road, Caldicot NP26 5DJ

DM/2023/01030: Proposed residential development of 46 affordable dwellings, car parking, landscaping and associated works. Land To The North Of Caldicot School, Situated Off Woodstock Way

RESOLVED to receive clarification on S106.

10957 Any new matters relating to the town not included elsewhere on the agenda

Members presented the following matters:

- **Wilderness Intervention:** to educate children on environmental issues and wellbeing. Sandy Lane Copse could be utilised.
- Installation of dog waste bins in Nant Y Castell, Castle Ward.

RESOLVED to receive a map of the dog waste bin locations at next Full Town Council meeting.

RESOLVED for Cllr R Wilsher to add members item of business to the agenda of the next Full Town Council meeting.

- Lack of black bins in Nant Y Castell, Castle Ward.

RESOLVED for Cllr R Wilsher to contact MCC and Housing Estate Developer regarding issue.

- Condition of planters on the entrance to and within Caldicot.

RESOLVED for Cllr A Mayo to add members item of business to the agenda of the next Full Town Council meeting.

10958 Date of Next Meeting

- i) **RESOLVED** to note that the date of the next meeting of Full Council meeting is scheduled to be held on Wednesday 24th April 2024 at 6:30 p.m.

10959 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

10960 Appointment of Chief Officer and Town Clerk

Members received a verbal update and written report regarding the appointment of Chief Officer and Town Clerk.

The Mayor declared Standing Orders to extend the meeting by 15 minutes.

RESOLVED to approve the Locum Clerk’s report.

Meeting ended at 8:55 p.m.

Signed **Date**

Town Mayor